

Chapter 10 WSDOT Travel Rules and Procedures

Introduction

July 1, 2005

Introduction

This chapter contains the Policy, rules and regulations governing individuals traveling on behalf of the department while on Official State Business.

Basic Travel Concepts

This chapter is designed to meet the following basic concepts:

- Provide basic rules governing the travel process;
 - Explain travel expenses entitlements;
 - Explain the traveler's responsibilities; and
 - Outline the steps to take before and after travel occurs.
-

Traveler's Responsibility

It is the traveler's responsibility to understand and adhere to the rules and procedures in this chapter.

Basis of Authority

The rules and procedures are based on:

- Existing regulatory documents, primarily the State Administrative & Accounting Manual (SAAM) published by the Office of Financial Management (OFM). Other documents that may affect various rules and procedures are cited with the relevant section of the chapter.

They include the following WSDOT publications:

- Collective Bargaining Agreements
- Purchasing Manual M 72-80
- Human Resource Desk Manual M 3009
- Accounting Manual M 13-82



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Who to Contact

There is a network of contacts to assist you with your specific travel needs. Many of them worked on developing or reviewing this chapter. To get help, please start with:

- Your immediate supervisor;
- Your organization's Travel Coordinator; and
- WSDOT Travel Administrator, if necessary.

WSDOT Travel Administrator

The Chief of Accounting Services in the Finance and Administration Division designates the WSDOT Travel Administrator. The Travel Administrator is responsible for administering the travel policy and maintaining an effective system of controls for travel related activities throughout the department.

Access On Line

This information is available on line through an internet link on the Olympia Service Center's Accounting Services Web Site:

- <http://wwwi.wsdot.wa.gov/fasc/accounting/new-travel.htm>

Exceptions to These Rules

The Travel Administrator may grant, in writing, any exceptions to these rules on a case-by-case basis when the request for an exception is based on sufficient written justification.

What's In This Chapter?

This chapter contains separate sections to assist you in locating information. Within each sub-section, the related OFM and/or WSDOT rule reference appears in the left hand column at the beginning of each section.

Revisions

Revisions to this chapter will be published as changes occur. Changed sections will be marked with a revision date.



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Improvements

The Finance & Administration Division is committed to improve the clarity of the rules and procedures of this chapter. If you have recommendations for improvements in this chapter you may:

- Photocopy specific pages and make your recommended changes on those pages.
- E-mail your organization's travel coordinator with any recommended changes.
- Indicate your changes on the "Improvement Suggestion Form" contained in this manual and send it to the address indicated on the form.



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Improvement Suggestion Form

Please submit your process improvement suggestion by mail or e-mail to:

Marcy Yates, Accounting Chief
WSDOT Accounting Services Office
P. O. Box 47420
Olympia, WA 98504-7420.

Use the reverse side of this form, attach a separate sheet of paper, or send via e-mail. Clearly state your suggestion and the reasons why it would be an improvement.

Please provide the following information with your suggestion:

Chapter Number:

Date Submitted	
Your Name	
Your Organization	
Your Work Address/Mail Stop	
City and Zip Code	
Your Work Phone Number	
Title of the Manual Chapter	
Page number(s)	

We will contact you to be sure we clearly understand your suggestion, and we will keep you informed on how your suggestion will be handled.

Response

Attached is the outcome of our evaluation and an explanation of how we will, or why we will not, implement your suggestion.

Date of Response	
Evaluator's Name	
Evaluator's Telephone Number	
Evaluator's Signature	
Approved by Administrative Services Manager's Signature	



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Mailing List Change Request

Please submit your request for mailing list changes by mail or e-mail to:

Marcy Yates, Accounting Chief
WSDOT Accounting Services Office
P.O. Box 47420
Olympia, WA 98504-7420.

Attach current mailing label here
Note changed information here

Please provide the following information with your request:

Date Submitted	
Your Name	
Your Organization	
Your Work Address/Mail Stop	



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Section 10-1 Travel Policy Statement and Principles

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Chapter 10 WSDOT Travel Rules and Procedures

Section 1 - Travel Reimbursement Principles

10 - 1.1

January 25, 2005

Policy Statement

Other Rule
Reference(s)

P2022.00
(RCW 43.03)
(RCW 43.88.160)

It is the policy of the Washington State Department of Transportation (WSDOT) to regulate official travel, based on State and Federal laws and Office of Financial Management regulations. Official travel is defined as that travel necessary and important to carry out the mission and functions of the department.

It is our duty when expending public funds to carefully consider and give the highest priority to statewide contracts for the benefit of the State as a whole. However, it is recognized that instances may arise, such as employee safety and economy for the agency that may require an exception to statewide contracts. Proper documents including a written justification for the exception must be made available upon request. Failure to provide such proof may disallow a claim for travel expenses. Employees may be held personally responsible for these expenses.

The provisions of this policy are subordinate to the department's collective bargaining agreements in all provisions of this policy the department must comply with state and federal laws, Office of Financial Management regulations and other legal requirements.

10 - 1.2

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Compliance with Rules and Procedures

Other Rule
Reference(s)

(SAAM 10.10.05)

The following persons must comply with the rules and procedures in this chapter:

1. All department employees, certain prospective state employees, and volunteers that WSDOT has legal authority to utilize, unless otherwise provided by law;
2. Persons other than department officers and employees, where travel expenses are authorized by statute, but the statute is silent as to amount;
3. Contractors and consultants, unless there are specific contractual arrangements modifying travel reimbursement; and
4. Students and other clients of the department.

NOTE: It is the responsibility of the traveler to assure that these rules and guidelines are followed and appropriate paperwork submitted. Assistance of another person does not relieve the traveler of this responsibility.

Section 1 - Travel Reimbursement Principles

10 - 1.3

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.10.10)
(SAAM 10.10.25)
(SAAM 10.10.50)
(SAAM 10.80)

Controls

Approving authorities are responsible for establishing a positive system of control for all travel expenses of employees under their jurisdiction. Additional attention should be given to establishing effective organization controls when unusual travel situations occur.

Controls must include the following:

- a) Determine that the necessary department business can't be appropriately accomplished by other means such as video conferencing, telephone, mail, e-mail, fax, etc.;
- b) Maximize opportunities for use of a single vehicle by two or more employees traveling between the same points on official business at approximately the same time;
- c) Ensure only necessary travel costs for performing official business shall be reimbursed.
- d) Review the proposed itinerary of the employee for the most economical (least cost) to the department. Special attention should be taken in evaluating an appropriate departing and return time. Combining personal time with the trip must also be approved in writing.
- e) Ensure that unnecessary meals are not paid for and that the least cost option for lodging is selected. The department will only pay for a single room at the government room rate;
- f) Provide oral authorization for in-state travel (includes approved bordering counties/cities) not involving air travel, other common carriers, car rental and the use of the pre-approved 150% Rule amount, authorized via the work plan, for lodging;
- g) Provide written approval for in-state travel involving air travel, other common carriers, car rental, combining personal leave with trip, or the use of the 150% Rule for lodging (Exception to the maximum allowable lodging rate);
- h) Provide written approval for out-of-state and out-of-country travel. (Excludes approved bordering counties/cities).
- i) Ensure adequate controls for the authorization of actual reimbursement of expenses. Travelers should be made aware that this process might differ from the authorization to travel.
- j) Review travel reimbursement requests for correct rates;
- k) Ensure that all employees are aware that refunds and promotional gifts are made payable to WSDOT.

Section 1 - Travel Reimbursement Principles

10 - 1.4

July 1, 2005

Reimbursable Travel Costs

Other Rule
Reference(s)

(SAAM 10.20.10)

Travelers may be reimbursed for the following types of expenses incurred on official state business subject to the requirements and restrictions of this chapter.

Meals — A set per meal rate based on location (Refer to Subsection 10-3 for details).

Lodging —The actual cost of lodging up to a specified maximum not to exceed the government rate for a single room as evidenced by an original receipt (Refer to Subsection 10-4 for details).

Transportation — The costs for necessary official state business travel on, railroads, airlines, ships, buses, private motor vehicles, or other means of transportation (Refer to Subsection 10-5 for details).

Miscellaneous travel expenses—Other expenses essential to the transaction of official state business are reimbursable to the traveler (Refer to Subsection 10-6 for a full discussion).

10 - 1.5

July 15, 2008

Non-Reimbursable Travel Costs

Other Rule
Reference(s)
(SAAM 10.20.20)

The following types of travel-related costs are not reimbursable.

1. Passport fees. This includes passport alternatives such as the enhanced driver's license.
2. Alcoholic beverages expense.
3. The costs of the daily commute between the traveler's Regular Place of Work, Permanent Duty Station, or Tele-worksite and Home. Subsidies to employees for public transit fares and carpools allowed by RCW 70.94.531 are not considered reimbursements of travel under this policy (Refer to Appendix H for details).

Section 1 - Travel Reimbursement Principles

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July 15, 2008

Non-Reimbursable Travel Costs (continued)

4. Certain travel expenses are considered as personal and not essential to the transaction of official state business. Such non-reimbursable expenses include, but are not limited to:
 - Valet services, defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled person under compliance with the Americans with Disabilities Act provisions of Subsection 10-2.8;
 - Entertainment expenses, radio or television rental, and other items of a similar nature;
 - Costs of personal trip insurance (such as personal accident insurance, personal effects insurance, and extended liability insurance, and medical or hospital services);
 - Personal telephone calls other than a brief phone call of 2 or 3 minutes. (Refer to Appendix A, Glossary for details) notifying of a change in travel plans;
 - Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other non-state business locations;
 - Parking tickets or moving vehicle citations (even for State Owned Vehicles);
 - Safe or security box fees for personal items, non-mandatory surcharges;
 - Any tips or gratuities associated with personal expenses such as those listed here;
 - Tolls associated with the use of high occupancy toll (HOT) lanes; and
 - Other expenses caused by the negligence of the traveler.

Examples include:

- Vehicle service charges for the delivery of fuel;
- Locksmith (retrieval of keys from locked vehicles); and
- Jump starting vehicles when the lights have been left on, etc.

Section 1 - Travel Reimbursement Principles

10 - 1.6

July 1, 2005

Itinerary Changes for the Convenience of the Traveler

Other Rule

Reference(s)

(SAAM 10.20.40)

In the following situations, if:

1. The traveler elects to return to the official station or official residence after the close of a regularly scheduled working day rather than staying overnight at the temporary duty station location:

The department will not incur any expenses beyond what it would have normally incurred, had the trip occurred without personal changes for the convenience of the employee.

Maximum reimbursement shall be the lesser of either:

- The travel expense incurred in returning to the official station or official residence, whichever is closer; or
- The amount which would have been allowable had the traveler remained at the temporary duty station.

The traveler is to return to the temporary duty station in time to observe the next day's regularly scheduled working hours.

2. The traveler spends extra field time at the destination:

The department may authorize subsistence and lodging for extra field time at the destination if it can be demonstrated that a direct savings will accrue to the department. The calculation of the direct savings is to include a comparison of the commercial transportation costs; the per diem costs; and, when applicable, the salary and fringe benefit costs of the traveler(s) for whom the extra field time is being authorized. Such comparisons are to be documented and retained with the traveler's Travel Expense Voucher. Otherwise, no reimbursement for additional meals or lodging costs shall be paid to the traveler for extra field time incurred.

Examples include advance arrival or extended stay at the destination.

Section 1 - Travel Reimbursement Principles

10 - 1.6

July 1, 2005

Itinerary Changes for the Convenience of the Traveler (continued)

3. The traveler would like to couple a vacation or other personal use of time onto a legitimate business trip:

Where all of the following conditions exist travel expenses may be allowed:

- The primary purpose of the trip is official state business;
- The traveler uses, where necessary, his or her approved leave for the vacation or personal part of the trip; and
- The department does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

Complete a trip sketch analysis for the trip, demonstrating that the department will not incur any additional cost for the employee's time away from the official workstation and attach it to Travel Request before forwarding for approval.

An example situation is described below:

An employee is scheduled for a business meeting and decides to extend the stay at the end of the meeting for personal reasons. The maximum amount of per diem the employee is eligible for would be what the employee would have received if they had returned to their official duty station immediately after their business meeting. Work schedule is 7:30 a.m. through 4:00 p.m., Monday through Friday.

- An employee from Spokane attends a meeting on Friday in Olympia. The meeting ends at 4:00 p.m. and the employee is spending the weekend with relatives and will fly back to Spokane on Sunday. If the employee had returned promptly to their official duty station, the employee would have been qualified for a dinner reimbursement for Friday evening. The amount of the reimbursement is determined by the employee's work schedule and location.

The employee actually returns to Spokane on a 3:00 p.m. flight on Sunday and is home at 4:30 p.m. On the return day the employee is entitled to a meal at or below the meal rate for the meal the traveler would have received on the normal return day. If the traveler is in travel status during the entire agency determined meal period.

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Leave of Absence During Travel

Section 1 - Travel Reimbursement Principles

Other Rule Reference(s) (SAAM 10.20.50)	<p>When travel status is interrupted with paid or unpaid leave (leave of absence):</p> <ul style="list-style-type: none">• Subsistence entitlements, lodging reimbursement, or other transportation costs are NOT reimbursed during the leave or during the absence from the temporary duty station. <p>Notes:</p> <ol style="list-style-type: none">1. An employee on Miscellaneous Paid Leave or Military Leave is not considered to be in travel status and is not reimbursed for any transportation expenses (subsistence entitlements, lodging reimbursement, other transportation costs).2. Leave of absence exceptions include certain examination and interview situations (Refer to Subsection 10-6 Miscellaneous Expense for additional information). <ul style="list-style-type: none">• The employee is required to:<ol style="list-style-type: none">1. Complete a trip sketch analysis identifying travel costs for the trip in question as if the trip were taken without any leave of absence. (Refer to Appendix Q for an illustrative example).2. Identify the exact hour of departure and return to the temporary duty station, and the exact beginning and end of leave status. These times must be shown on the Travel Expense Voucher (DOT Form 133-103 EF).• Because of being incapacitated due to illness or injury not due to the traveler's own misconduct:<ol style="list-style-type: none">1. The authorized reimbursement for meals and lodging may be continued during the leave period.2. Providing the traveler is able to travel, reimbursement is not to exceed in total the cost authorized for motor vehicle car mileage or <u>common carrier</u> in returning the traveler to the official station or official residence, whichever is closer, and then back to the assignment.
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Section 1 - Travel Reimbursement Principles

10 - 1.8

July 1, 2005

Reimbursement for Non-WSDOT Employees

Other Rule
Reference(s)

(SAAM 10.20.60)

Travelers who are not WSDOT employees but who, in the course of providing services to the department, are authorized to travel as part of department business shall abide by and be reimbursed in accordance with the rules, guidelines and rates contained in this chapter.

The term “traveler” will include anyone authorized to travel on official department business.

An approving authority MAY, with a properly executed letter agreement or more formal agreement (such as a “Y” agreement), authorize the reimbursement of travel expenses for non-state employees who are providing services to the department, or serving on boards, commissions, and/or committees (e.g. advisory) formed to:

- Assist or advise the department on policy; or
- Other matters which directly impact transportation-related matters affecting cities, counties, or special interest groups.

When the traveler is coming from out-of-state or out-of-country, the requesting organization’s Executive or designee must sign the agreement. Requests must follow the Out-of-State/Out-of-Country process explained in Subsection 10- 2.10 of this Chapter including completing a Travel Request form and obtaining the Chief of Staffs prior approval.

Examples are, but not limited to:

- Expert witnesses called by the department in support of legal testimony;
- Coordinating meetings with other cities/counties/other states/private entities, citizens, etc.;
- Advisory boards, commissions or committees;
- Purchased service employees (e.g. Kelly Services) or volunteers; and
- For prospective employee interviews (Refer to Subsection 10-6.4)

The Requesting Office is responsible for paying the expenses out of their own organization’s funding and originating a letter of agreement or formal agreement (such as a “Y” agreement), prior to the traveler traveling.

Section 1 - Travel Reimbursement Principles

10 - 1.8

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Reimbursement for Non-WSDOT Employees (continued)

The agreement should state:

- Purpose and benefit(s) to the department;
- Dates of travel;
- Specific travel costs being reimbursed, such as meals, lodging, rental car, and airline; and
- Signature blocks for all parties involved

The department may make the travel arrangements for these individuals or organizations, including transportation by common carrier and lodging facility, which may be “direct billed” to the department. If an individual or organization is going to make their travel arrangements, then the department will provide a letter designating the individual or organization as a government contractor and eligible for the government rates.

Once the department has established the legality of the travel reimbursement, the reimbursement will be based on the approved state rates in effect at the time of the event as listed in Schedule A, Schedule B, or Schedule C, SAAM 10.90. Reimbursement will occur upon receipt of required documentation, authenticated by the claimant.

When processing the reimbursement payment, the approved letter agreement must be attached to the payment documents as part of the back up documentation.

If a formal agreement was established, the specific agreement number will be used as the Purchase Authority Number and must be referenced on the Travel Request (Refer to Subsection 10-2.11 and 2.12 for additional information).

Otherwise, a letter of agreement is sufficient to establish the contractual arrangement for what is to be accomplished, and what the reimbursement amounts will be based on current state travel rates.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

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Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.1

July 1, 2005

Other Rule

Reference(s)

(SAAM 10.10.10)

(WSDOT M 72-80)

WSDOT Responsibilities

- Department responsibilities

The Secretary of Transportation, or those who have been delegated the authority for directing travel and approving reimbursement must:

1. Ensure that any travel costs incurred are:
 - Directly work related;
 - Obtained at the most economical price; and
 - Necessary for state business.
2. Exercise prudent judgment in approving travel-related costs.
3. Establish an effective system for management and control over travel-related costs. This system should include, but is not limited to:
 - Adopted written internal rules and procedures that describe the process for travel activities;
 - Authorization or approval of travel costs by the department head or by those who have been delegated the authority;
 - Clearly defined roles and responsibilities to include the level(s) to which department head responsibility has been delegated;
 - Periodic review of travel charge card (e.g. airline) ticket purchases to ensure compliance with Subsection 10-5 Transportation and with the terms and conditions of state contracts; and
 - The amount of time the department requires for advance approval of meal costs at meetings, conferences, conventions, seminars, and training sessions.
4. Ensure travelers are not treated differently under like travel circumstances; and
5. Ensure the department uses the procurement methods required in this chapter and maintains records for all state travel charge card systems issued to the department or its travelers.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.1

July 1, 2005

Other Rule

Reference(s)

(SAAM 10.10.10.a)

WSDOT Responsibilities (continued)

- Chief of Staff responsibilities

The Chief of Staff must:

1. Review and approve travel expense vouchers of the department's Chief Counsel, and those Senior Managers and Executives immediately subordinate to the Secretary's Office;
2. Authorize in writing the schedule, choice of location, and facilities for department sponsored conventions, conferences, and meetings involving the attendance and official travel of personnel from all or substantially all regions and/or other state, federal agencies, or other participants involved at the request of the department;
3. Authorize, in writing and in advance, out-of-state travel involving overnight stays outside of Washington, the contiguous counties and cities in Oregon and Idaho, and Vancouver, Victoria, Sidney, and Nelson, British Columbia, Canada. Exceptions will be authorized on a case by case basis; and
4. Authorize, in writing and in advance, reimbursement for relocation expenses in excess of 90 calendar days when employees are unable to locate and occupy permanent living quarters at their new official station due to unusual circumstances.

- Senior Managers, Chief Counsel and Executives immediately subordinate to the Secretary's Office responsibilities

The following delegation rules apply:

1. Authorize their own travel within Washington, the contiguous counties and cities in Oregon and Idaho, and Vancouver, Victoria, Sidney, and Nelson, British Columbia, Canada. Authorize their own exceptions to the maximum lodging rates (150 Percent Rule). For such exceptions, complete the Travel Request (TR) form with applicable condition number and attach it to the travel expense vouchers. Submit these to the Chief of Staff for approval.

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Section 10-2 Department Requirements and Restrictions

10-2.1	WSDOT Responsibilities (continued)
<p>July 1, 2005 Other Rule Reference(s)</p>	<p>2. Authorize travel and approve travel expense vouchers of the employees under their jurisdiction for:</p>
(WSDOT M 53 – 50)	<ul style="list-style-type: none"> • Travel within Washington, the contiguous counties and cities in Oregon and Idaho, and Vancouver, Victoria, Sidney, and Nelson, British Columbia, Canada; • Out of state travel not involving overnight stays and approve only those travel expense vouchers as pre-approved on the annual out of state travel plan; and • The following responsibilities may be further delegated at the Executives' discretion: <ul style="list-style-type: none"> – Designate official station; – Authorize travel; – Authorize POV; – Approve travel expense vouchers; – Approval of subsistence and lodging advances; – Approval of published exceptions to the 50 mile rule; – Approval of exception to maximum (150 percent rule); – Approval of exception for unusual circumstance (actual lodging cost) – Approval for emergency or disaster situations requiring payment of meals and lodging within 50 miles of the official station; – Approval of the use of travel trailer or camper; – Approval for light refreshments; – Approval for meetings in non state or public facilities; and – Approval of travel reimbursement in association with relocation expenses under 90 days; <p>3. Approval for Official Meeting Meals is limited to the following executives:</p> <ul style="list-style-type: none"> • Chief of Staff, • Assistant Secretaries, • Directors of Divisions and of Offices directly reporting to the Secretary's Office, • Regional Administrators <p>4. Information on delegations and names must be supplied in writing to HQ, Accounting Services Office and updated as necessary.</p>

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.1 July 1, 2005 Other Rule Reference(s) (SAAM 10.10.10.a)	WSDOT Responsibilities (continued) <ul style="list-style-type: none">• <u>Assistant Secretary for Finance and Administration responsibilities</u> <p>The Assistant Secretary for Finance and Administration will prepare, revise, interpret, and implement this chapter.</p> <p>As Chief Financial Executive Officer, the Assistant Secretary for Finance and Administration will review and countersign every travel voucher for the Secretary of Transportation's travel. This responsibility may be further delegated to the Accounting Services Chief, as Chief Fiscal Officer for the department.</p>
10-2.2 July 1, 2005 Other Rule Reference(s) (SAAM 10.10.15)	Traveler's Responsibilities A <u>traveler on official state business</u> is responsible for: <ol style="list-style-type: none">1. Being familiar with state and department travel and transportation rules and guidelines before embarking on travel;2. Securing prior authorization for travel;3. Exercising the same care in incurring expenses and accomplishing the purposes of the travel that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official state business travel will not be reimbursed and/or may be deducted from a traveler's travel expense voucher;4. Paying any excess costs and any additional expenses incurred for personal preference or convenience;5. Returning as promptly as possible to either the official station or official residence when the state business is completed; and6. Preparing the Travel Expense Voucher and providing appropriate documentation and attaching receipts as required (Refer to Subsection 10-7 for additional information). When receipts are not available, the traveler is to: <ul style="list-style-type: none">• Obtain a copy (mark copy with "Use As Original" in a color other than black ink); or provide a statement describing the reason for no receipt.• Obtain authorization to pay from the approving authority or designee; and• Attach to the travel expense voucher.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.3

July 1, 2005

Criteria for Authorizing Travel and Approving Travel Alternatives

Other Rule
Reference(s)
(SAAM 10.10.20)
(SAAM 10.10.35)
(SAAM 10.10.40)
(SAAM 10.40.60)
(SAAM 10.50.25)

The department head or those who have been delegated the authority must use the following criteria in determining whether to authorize travel on official state business, and to determine what travel alternatives to authorize.

1. Select the travel alternative that is most economical to the state.

For these regulation purposes, the term “economical” refers to the direct financial, work-related costs that occur at the least cost to the state for which the state is responsible to pay. The department must use this criteria except in the advantageous situations noted below.

- All costs must be considered such as: travel time, vehicle rental, parking, airfare, POV mileage, meals and lodging. A department memorandum detailing cost comparisons or a cost benefit analysis worksheet must be used to support the determination. If the most economical route is not taken due to the employee’s preference, the excess costs will be the traveler’s responsibility. The additional travel time over and above the most economical route of travel, is charged to compensatory time, annual leave, or leave without pay as appropriate.

2. Select the travel alternative that is most advantageous to the state.

For these regulation purposes, the term “advantageous” refers to non-financial work-related benefits accruing to the state, e.g., safety considerations, employee medical-health concerns, improved efficiency and/or effectiveness in achieving the department’s program objectives.

The department may use this “advantageous” criterion only in the following situations:

- To ensure the health and safety of department travelers;
- To comply with the Americans with Disabilities Act;
- Situations for meals with meetings to expedite business or training; and
- Use of privately owned motor vehicles.

The following is not considered essential to the transaction of official state business and shall not influence the above criterion:

- The personal travel plans of the traveler.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.4

July 1, 2005

Other Rule
Reference(s)(SAAM 10.10.25)
(SAAM 10.50.45)**Other Travel Alternatives**

The department is to develop and implement alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:

- Teleconferencing and video conferencing;
 - Video recordings and published reports;
 - Making transportation arrangements through state-qualified travel agents and using centrally contracted air carriers;
 - Car-pooling and greater use of public transportation;
 - Reduced frequency of regularly scheduled out-of-town meetings;
 - Restrictions on the number of staff traveling to the same destination; and
 - Coordinating between agencies for joint travel arrangements when more than one department is involved.
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10-2.5

July 1, 2005

Other Rule
Reference(s)(SAAM 10.10.30)
(SAAM 10.20.10)**Travel Status Considerations**

Considerations should include, but are not limited to:

1. The department must ensure that the least cost option for all travel expenses is the primary consideration for approval of travel. The department should determine what types of travel costs are eligible for reimbursement and plan the itinerary of the traveler to eliminate any unnecessary travel in the performance of work assignments. Whenever it is feasible for two or more persons to travel on official state business in one vehicle, they are to do so;
2. Before placing a traveler in travel status, the department is to determine for each occurrence whether it is more economical or advantageous (Refer to Subsection 10-2.3 for detailed information) to reimburse the traveler for meals and/or lodging, or to require the traveler to return to the official station or official residence daily or on weekends;

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.5

July 1, 2005

Travel Status Considerations (continued)

3. Prior to assigning an employee to a new duty station, the appropriate authority must determine duration and nature (temporary or permanent) of the assignment.

The following criteria should be considered:

Primary Guidance: Seek the travel alternative that costs the department the least. Compare the cost of subsistence and/or lodging to the cost of more frequent return to the official station or residence. Include salary, overtime wages, and necessity for early arrival.

Mitigating Circumstances: Balance non-financial criteria with non-financial considerations. Examples of legitimate non-financial criteria include:

- Safety
- Employee medical or health concerns
- Work efficiency
- Compliance with the Americans with Disabilities Act (ADA)

Support for non-least cost options must be fully documented and supplemented with the appropriate travel payment vouchers.

Assignments lasting more than 30 days: Are considered to be a change in official station unless it is clear that the assignment is temporary throughout its duration. A copy of the temporary duty assignment letter must be attached to each travel expense voucher during the assignments.

After 90 days: The responsible Approving Authority shall review assignments placing travelers in travel status at a temporary duty station to determine if the traveler's permanent official duty station should be changed. The review shall be in writing completed after every three months; and

4. The department should inform the traveler in advance of the possible federal tax implications of changes in duty station assignments (Refer to Internal Revenue Service Guidelines contained in Publication 463 for further information).

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.6

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.10.35)

Health and Safety of Travelers

The health and safety of travelers is a top priority in the conduct of travel related activities.

When it is advantageous to establish and alter travel plans and itineraries with consideration of hazardous inclement weather and other situations that could threaten the health and safety of travelers, travelers must:

1. Promptly notify the traveler's supervisor of the change in travel plans;
- And**
2. Provide an explanation of the reason for the change and clearly identify any additional expense on the traveler's expense voucher.

For Example:

- In emergency situations, such as sudden on-set of incapacitating illness, the supervisor must be contacted as soon as possible. An explanation of the health or safety issue must also be noted on the traveler's Travel Expense Voucher.
- When severe inclement weather is involved – prompt notification of the traveler's supervisor is required when an alteration of travel plans and itineraries due to severe inclement weather may result in extra travel expenses. The severe inclement weather condition must also be noted on the traveler's Travel Expense Voucher

10-2.7

July 1, 2005

Other Rule
Reference(s)(SAAM 10.30.30.b)
(SAAM 10.40)
(SAAM 60.20.10)**Housing Employees during Emergency or Disaster Situations**

Reimbursement for lodging and meal expenses incurred at the traveler's official station or official residence is prohibited except:

1. As provided for under the provisions of "Meals with meetings" and allowable moving costs;

And

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.7

July 1, 2005

Housing Employees during Emergency or Disaster Situations (continued)

Other Rule
Reference(s)

(WSDOT M 3014.00)

2. In emergency or disaster situations when the department head or designee determines that, employees performing critical department functions must remain at their work locations.

When incidents are declared to be an emergency, Maintenance Superintendent or Designee(s) for the Director for Aviation and Ferries must obtain prior authorization from the Regional Administrator, Director or Designee for the payment of lodging and meals, unless a Travel Emergency Work Plan is on file with the Accounting Services Office (Refer to Appendix C for an illustrative example).

- Travel Emergency Work Plan is to be completed by the Maintenance Superintendent or Designee(s) for the Director for Aviation and Ferries and forwarded to Headquarters, Accounting Services Office.

The Travel Emergency Work Plan must identify/include:

- Work Plan Number (this number should begin with the first two or three numbers of an organization code: EX: 301-01);
- Items 1 through 4 from Declaration of Emergency Form, DOT 540-02EF (Date of Emergency, SR, MP Location/Limited, and County);
- Position(s) names/numbers and/or an attached list of employees receiving payment of lodging and meals;
- Statement of work or tasks covered by the work plan;
- Accommodations/Restrictions instructions; and
- A copy of Declaration of Emergency Form, DOT 540-02EF.

Note(s):

- Each declared emergency situation is recorded on a Declaration of Emergency Form, DOT Form 540-021EF. Procedures for emergency declarations, and emergency work are contained in the *“Emergency Procedures Manual (M 30-14) and the Disaster Plan - Emergency Response Guide, Chapter 4.”*
- Detailed procedures for authorizing and reporting travel costs incurred during an emergency are described in Appendix C.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.8

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.10.40)

Americans with Disabilities Act

Compliance with the Americans with Disabilities Act (ADA) is considered to be, advantageous to the state. The Americans with Disabilities Act gives the department the authority to pay reasonable costs associated with accommodating disabled travelers. WSDOT is committed to providing reasonable accommodations for employees with disabilities as each situation may occur.

It is the employee's responsibility to identify and notify the supervisor of any condition, which may affect his/her ability to perform the assigned tasks, including temporary or permanent disabilities. When reasonable accommodations require additional costs to the department or other alternatives are being requested, prior written approval from the approving authority is required and must be forwarded to the Office of Equal Opportunity and kept in employees safety file.

Requests must be in writing and include:

- Purpose of request;
- Name of physician;
- Job Classifications;
- Description/List of the reasonable accommodations being requested;
- Specific length of time this document is approved/in effect (should not exceed one calendar year for temporary disabilities); and
- Attach written documentation from physician stating there is a need for reasonable accommodations.

ADA documentation will remain confidential, however, once approval has been obtained, travelers must note and clearly identify on the travel authorization and travel reimbursement forms which accommodation costs will be or were incurred to comply with the Americans with Disabilities Act. A statement indicating the department file location of the approved letter must also be referenced in the "Remarks" section of the travel reimbursement form being submitted.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.8

July 1, 2005

Americans with Disabilities Act (continued)

Examples of acceptable travel related accommodation costs (but not limited to) are:

- The traveler uses a wheel chair, and needs a larger airplane to accommodate the chair, even though less expensive flights are available on a smaller plane.
 - The traveler requires additional travel to a different airport because they cannot be accommodated at a local airport.
 - The traveler has a hearing or vision impairment that requires auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.
 - Due to the disability, the traveler must stop overnight en-route to rest and recuperate.
-

10-2.9

July 1, 2005

State Travel Charge Cards

Other Rule
Reference(s)

(SAAM 10.10.45)

The department utilizes two types of the state travel charge cards.

The first is the Central Travel Account or CTA. This account is used for the purchase of all commercial travel arrangements. (Refer to Subsection 10-5.4.2 for additional information).

The second is the Individual Corporate Card Account:

Individual Corporate Travel Visa Card Program

Individual Corporate Visa cards are available for the convenience of frequent travelers. Card use is restricted to official business related travel expenses. **Employees are individually responsible for charges incurred on their card.** The department may cancel cards with little or no activity or cards with delinquent balances. Delinquent account balances are subject to automatic payroll deductions.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.9

July 1, 2005

State Travel Charge Cards (continued)**A. Employee Responsibility**

- Read and sign the card acknowledgement and agreement.
- Use the card for only official business related travel costs.
- Pay all charges made to account on a timely basis.

Return the card if requested to do so, or if employment with the agency is terminated.

B. Travel Card Program Administrator Responsibility

- Maintain an accurate list of current employee card carriers. Process card applications and renewals, maintaining official copies of card applications and employee signed card agreements.
- Monitor monthly past due card balances. Notify employee organization travel card coordinators and organization managers of past due balances, and the need to rectify past due balances by paying immediately or setting up payment plan with the card provider.
- Initiate card cancellation when unpaid balances reach more than 60 days past due. Notify employee, organization travel card coordinators and organization managers of this action.
- Initiate payroll deductions for past due balances more than 60 days past due, if no payment plan is in place, if the payment plan is not being followed, or if requested by the card provider. Notify employee, organization travel card coordinators and organization managers of this action.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.9

July 1, 2005

State Travel Charge Cards (continued)**C. Organization Travel Card Coordinator**

- Control card distribution and retrieval within an organization.
- Assure that a card acknowledgement and agreement is signed and forwarded to the Travel Card Program Administrator.
- Maintain a current list of card-carrying employees and keep copies of card acknowledgements and agreements.
- Update the JP Morgan Org. hierarchy of employees.

D. Employee Organization Manager and Supervisor Responsibilities

- Assist Organization Travel Card Coordinator when requested.
 - Follow-up with the employee with delinquent accounts, and evaluate what corrective action is necessary. If balance remains unpaid, work with Office of Human Resources to initiate corrective action.
 - Assist with card retrieval when an employee's card is cancelled.
-

Chapter 10 WSDOT Travel Rules and Procedures

Section 10-2 Department Requirements and Restrictions

10-2.10

July 1, 2005

Prior Authorization for Travel

Other Rule
Reference(s)
(SAAM 10.10.50)

The Approving Authority must authorize all travel in advance.

Detailed procedures for prior authorization to travel are described in the following tables:

- 1. Authorization for all In-State Travel:** Travelers must obtain oral or written approval from the appropriate approving authority prior to traveling.

In State Travel Authorization Table 10-2.10.a Procedures	
Employee	<ol style="list-style-type: none"> 1. Research most prudent travel modes and lodging consistent with economy, efficiency, and personal safety. Relocation and registration fees require authorization from the appropriate Approving Authority. 2. Prepare Travel Request Form 700-006 in the following situations: <ul style="list-style-type: none"> • 150% rule; • Exception to 150% rule (actual cost) • Airline travel or other common carriers; • Car rental; and • Combining personal time with travel.
Approving Authority or Delegate	<ol style="list-style-type: none"> 3. Review Travel Request Form. Decides risk/benefit of any non-cancelable arrangements 4. When applicable, provide guidance regarding relocation (Refer to Subsection 10-9 for an illustrative example).
Travel Coordinator	<ol style="list-style-type: none"> 5. Makes transportation reservations. Obtains and delivers tickets to employee.
Employee	<ol style="list-style-type: none"> 6. Obtains authorization for changes in itinerary while in travel status. Pays any added costs for later reimbursement. (SAAM 10.10.50)

Chapter 10 WSDOT Travel Rules and Procedures

Section 10-2 Department Requirements and Restrictions

10-2.10 Prior Authorization for Travel (continued) July 1, 2005

2. **Authorization for all Out-of-State and Out-of-Country Travel:**
Travelers must obtain written approval from the approving authority prior to traveling.

Out of State and Out-of-Country Travel Involving Overnight Stays Table 10-2.10.b Procedures	
<u>ANNUAL FISCAL YEAR - OUT-OF-STATE/OUT-OF-COUNTRY TRAVEL PLAN</u>	
Approving Authority and Chief of Staff	1. Develops and approves an annual fiscal year Out-of-State or Out-of-Country travel plan (Refer to Appendix J for detailed instructions).
<u>UNANTICIPATED TRAVEL</u>	
Employee	1. Research most prudent travel modes and lodging consistent with economy, efficiency, and personal safety. 2. Submit out-of-state section of Travel Request Form (TR), DOT 700-006 EF at least four weeks in advance of proposed departure date. This will allow the Approving Authority sufficient time to review the request and obtain the best possible travel rates.
Approving Authority or Delegate	3. Ensure request complies with travel guidelines. Sign the Travel Request Form. Forward the TR to the Travel Administrator, Accounting Services Office for processing by the Chief of Staff. 4. Returns a copy of the form to the traveler. Communicates any additional instructions or guidance obtained in the review process.
Employee	5. Coordinates travel arrangements with the Organization Travel Coordinator. Obtains authorization for changes in itinerary while in travel status. Pays any added costs for later reimbursement. 6. Attaches copy of DOT Form 700-006 EF to Travel Expense Voucher.
<u>SPONSORED TRIPS</u>	
Employee and Approving Authority	1. Identifies Out – of – State or Out – of – Country participation by the department and confirms that a Sponsor is paying for 51% of the travel expenses (if not then follow the unanticipated process). 2. Follows Unanticipated Travel steps referenced above, except approval of trip is by the approving authority only. 3. Attaches written documentation (i.e. memo or e-mail) from the sponsoring organization stating which travel expenses will be paid.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.11

July 1, 2005

**Meetings, Conferences, Conventions, Seminars, and
Training Sessions**Other Rule
Reference(s)(SAAM 10.10.55)
(SAAM 50.50)

When meetings or conferences are necessary, the department must:

1. Give first preference to barrier-free locations at state or other publicly owned (e.g., local government) facilities in lieu of renting or leasing other facilities. Selection criteria to consider are:
 - Cost;
 - The suitability of barrier-free facilities;
 - Accessibility to attendees;
 - Convenient location;
 - Compliance with the Americans With Disabilities Act requirements; and
 - Other relevant factors determined at the time of the selection.

WSDOT discourages hosting events at a rented/leased barrier-free non-state or public facility. If this must occur, the person responsible for the choice of location and facilities is to submit justification in advance in writing to the Chief of Staff or designee for statewide meetings by using the Meeting Request Form DOT 700-003 EF. Approval for local events is the appropriate Regional Administrator, Assistant Secretary, or Modal Director.

Executives or their designee are responsible for assuring the number of travelers attending a particular conference, convention, seminar, meeting or training session is limited to the minimum necessary to benefit from the event.

The justification must include:

- The purpose and objective of the meeting,
- The name of the organization or persons expected to attend and an estimated number of attendees,
- An estimate of the anticipated cost to the state to include travel costs of all travelers attending the function. If meals are provided, costs must be in accordance with state rates (Refer to Appendix D) and reimbursement rules and procedures for meals with meetings (Refer to Subsection 10-3.6)
- An explanation for why a state or public-owned barrier-free facility cannot be used.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.12

July 1, 2005

Coffee and Light RefreshmentsOther Rule
Reference(s)

Coffee and light refreshments may be purchased with state funds for use at department sponsored meetings or training sessions under limited conditions.

(SAAM 70.10.20)

- This authority is not intended for use with the normal daily business of employees or officials,
- This authority is not to be used for hosting activities including employee anniversaries, retirements or lobbying activities.
- Meetings of less than 3 hours would not normally qualify for this authority.

This authority is intended for special situations (events) or occasions where all of the following conditions are met:

1. The department has determined that coffee and light refreshment should be served at a special event. The purpose of the event must be to conduct official state business or to provide formal training that benefits the department;
- And**
2. The refreshments are an integral part of the meeting or training;
- And**
3. Written approval describing meeting purpose and/or objective statement, and expected meeting outcome must be obtained from the Approving Authority prior to the event by using a Department memorandum or the Meeting Authorization Request, DOT Form 700-003 EF. Approving Authorities may delegate this responsibility at the Executive's discretion; (However, approval for the use of official meeting meals is limited to a specific list of executives – refer to section 10-2.1)

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-2 Department Requirements and Restrictions**

10-2.12

July 1, 2005

Coffee and Light Refreshments (continued)

Costs for refreshments are reasonable and prudent as evidenced by a receipt.

- As a guideline, the costs per person per day (tax and gratuity included) should be in the range of 15% to 20% of the daily meal per diem for the location at which the event is being held.
- For example in a location where the daily meal rate is \$31 then the coffee and light refreshments should be in the range of \$4.65 to \$6.20 per person per day (tax and gratuity included).

For payment purposes: Use Sub Object Code EA21, Light Refreshments, for all food items, and Purchase Authority G1. Part of the cost for providing light refreshments is non-food items such as cups, napkins, and utensils. This expense may be charged, as each organization deems appropriate.

Organizations will submit a payment voucher with the following documentation attached:

- Approved document (Meeting Authorization Request, DOT Form 700-003 EF);
 - Itemized receipt for all costs incurred.
-



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-3 Meals

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Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.1

July 1, 2007

Other Rule

Reference(s)
(SAAM 10.40.10)
(SAAM 10.40.50)

Meal Allowance Eligibility

The traveler is responsible for understanding the criteria that must be met before meals can be claimed. Employees are expected to NOT purposely delay their return in order to qualify for unnecessary meal costs.

Meal periods defined

- Breakfast is the hour beginning an hour and one half before the scheduled work shift starts.
- Lunch is the mid point of the work shift.
- Dinner is the hour beginning a half hour after the scheduled shift ends.

The following two criteria must both be met to receive a meal allowance:

1. Be in travel status during the entire department determined meal period. An individual is considered to be in travel status when the traveler is away from both the official residence and the official station (exclusive of commuting between the traveler's official station and official residence) and on state related business:
 - Travelers are expected to return promptly to either the official station or official residence when the state business is completed.
 - The department determined meal period is determined by the traveler's predominant work schedule for the week or pay period. Meal periods on days off are the same as for days worked.

For Example:

Meal Periods - If you work 4 - 10's then your meal periods are based on a ten-hour workday on your days off. Similarly, if you work 8 nine-hour days and 1 eight-hour day, meal periods on days off are based on the nine-hour workday.

- Meals incurred at the employee's official station and/or official residence do not meet the eligibility requirements for being in travel status and will not be reimbursed
-



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.1

July 1, 2007

Meal Allowance Eligibility (continued)

2. The **Three-Hour rule**.

- A traveler must be in travel status for a minimum of three hours beyond, either before and/or after, the traveler's regularly scheduled work shift.
[Revised 12/28/05]

- **Three hour Rule on Scheduled Days off:**

Any three hours in travel status, on a scheduled day off qualifies for the three-hour rule. However, to qualify for a meal on scheduled days off, you must be in travel status during your regularly scheduled meal period for that day. Meal periods for days off are the same as for days worked and are based on the predominant daily work schedule

- The three hours may occur before, after, or a combination of both before and after the traveler's regularly scheduled work shift.

For the day in question, the employee must be in travel status at least (3) three hours outside of the regularly scheduled working hours;

- **Breakfast:** Be in travel status continuously for at least 1.5 hours immediately prior to the start of the regularly scheduled shift.

- Note: Continental breakfasts provided by a commercial facility, conference, meeting, or formal training session are not considered as a meal.

and

- **Lunch:** Be in travel status during the entire department determined mid-shift (lunch) meal period. (This period is the time the employee normally eats or, if eating times varies, one-half way through the regular schedule);

and

- **Dinner:** Be in travel status continuously for at least 1.5 hours immediately following the end of the regularly scheduled shift.

Notes:

- Meals served on airlines are not considered a meal.
- Refer to Subsection 10-1.8 for reimbursing non-WSDOT employees

Chapter 10 WSDOT Travel Rules and Procedures**Section 10 - 3 Meals**

10-3.2

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.40.30)

Meal Allowance Cost BreakdownThe following items are **included** in the daily meal allowance amount:

1. Cost of a meal including a non-alcoholic beverage.
2. Incidental expenses. (Cost of snacks*)
3. Any applicable sales tax.
4. Any customary tip or gratuity.

**Note: Continental US rates include \$3 for snacks as incidental expenses.*



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.3

Nov 2, 2006

Other Rule

Reference(s)

(SAAM 10.30.70.b)

(SAAM 10.40.10)

Reimbursable Meal Costs

Travelers may be entitled to a meal allowance while on official state business. A meal allowance is based on an entitlement and the traveler is not required to show proof of actually buying a meal. Managers are expected to control the traveler's departure and return times to ensure unnecessary meal costs are not incurred by the department (travel time must be in support of the performance of official state business). Reimbursement is subject to the requirements and restrictions of this subsection:

1. The meal allowance rate is based on:

- **Non-overnight (same day travel)** - For non-overnight (same day) travel assignments, all meals will be reimbursed at the rate in effect for the location of the traveler's last temporary duty station of the day (where traveler last stopped for official state business).
- **Overnight travel** - For overnight travel assignments, Federal Internal Revenue Service (IRS) Publication 463 requires all meals to be reimbursed at the rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the last day of travel (return day) continues to be the rate for the location where the traveler last stopped for sleep (normally the lodging facility evidenced by a receipt).
- **For non-mandatory attendance at seminars or professional meetings**, the department has the right to negotiate all travel reimbursement. The department may reimburse meal expenses at a lower rate than the state rate, provided that reimbursement at a lower rate is agreed to in writing by the traveler in advance of the travel. **The documentation must be attached to the travel expense voucher.**
- When an employee elects to use a travel trailer or camper in lieu of using a commercial lodging facility, reimbursement for meals is to be at the rates stated in Schedule A under the heading "Non-High Cost Locations".

When the department requests an employee use their travel trailer or camper in lieu of commercial lodging, meals are reimbursed as part of the hourly per diem payment. (Refer to Subsection 10-4.8 for additional information).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.3

Nov 2, 2006

Reimbursable Meal Costs (continued)

2. Reimbursement is on an allowance basis. The allowance includes a basic allocation for a reasonable meal cost, sales tax, and customary tip or gratuity. The meal allowance should not exceed the amounts in effect at the time of travel, unless:
 - An exception is specifically provided by statute; or
 - As authorized by SAAM Subsection 10.40.20.
3. For meal allowances refer to:
 - Schedule A: Lodging, Subsistence, and Mileage Rates For The Continental USA; and/or
 - Schedule B: High Cost Lodging And Subsistence Rates For Continental USA; or
 - Schedule C: High Cost Lodging And Subsistence Rates For The Non (areas outside/Alaska, Hawaii, etc.) Continental USA and Foreign.

Schedule C contains an additional incidental expense allowance that must be subtracted from the Federal rate. You must divide the total rate by 1.1 and then subtract the lodging amount identified on the Schedule C. The remainder is the amount allocated for meals (use calculations referenced below and round to the nearest dollar).

For Example: A Trip Is Planned To Paris, France: [Revised 12/28/05]

Total Per Diem Rate divided by 1.1 – [less] the Rate Identified on Foreign
Schedule For Lodging = Meal Allowance

For Example:

The Paris Per Diem of \$403 is divided by 1.1 = \$366 - \$261 Lodging Rate = \$105 Meal Allowance

- Meal Allowance (Breakfast/ \$105 x 25%= \$26, Lunch/\$105 x 30%=\$32, Dinner/\$105 x 45%=\$47)

- Rates may be accessed at HQ Accounting Travel Web Site:
- <http://wwwi.wsdot.wa.gov/fasc/accounting/new-travel.htm>

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.3

Nov 2, 2006

Reimbursable Meal Costs (continued)

4. When a traveler has special dietary requirements. It is the traveler's responsibility to make special meal arrangements and to reference these arrangements in the remarks section on the travel voucher.
5. When it becomes necessary to determine the amount to reimburse for individual meals (from the daily meals rate), use the following calculations rounded to the nearest dollar:
 - The breakfast portion is 25% of the set daily meals entitlement;
 - The lunch portion is 30% of the set daily meals entitlement; and
 - The dinner portion is 45% of the set daily meals entitlement.

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10-3.4

July 1, 2005

Other Rule

Reference(s)
(SAAM 10.40.40)
(SAAM 10.40.70)
(SAAM 10.40.80)
(SAAM 60.20.10)

Non-reimbursable Meals

When the following conditions exist, meals should not be reimbursed:

1. Reimbursement for meal expenses incurred at the traveler's official station or official residence is prohibited, except:
 - In emergency situations when the Secretary of Transportation determines that employees performing critical department functions must remain at their work locations.
 - As provided for under the provisions of Subsection 10-9, Relocation and Subsection 60.20.10 of the OFM State Administrative & Accounting Manual. Or as a provision of bargaining agreement under Employer Provided Meals and Lodging.
2. Reimbursement for meal expenses is not to be authorized when a traveler does not incur expenses for meals because they are furnished.

For example: When a meal(s) is furnished and where identifiable costs of meals are included in the lodging rate or registration fee of a meeting, conference, convention, or formal training session
3. Refer to Subsection 10-3.7 for situations where meals with meetings cannot be reimbursed.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.5

July 1, 2005

Other Rule

Reference(s)

(SAAM 10.40.60)

Taxable and Non Taxable Meal Allowances

1. For non-overnight (same day) travel assignments where meals were purchased employee's reimbursement **will** be reported as taxable income to the traveler. *Specific coding is required please see Chart of Accounts Object Account Code section.*
 - For this purpose the IRS does not consider a person to be "in travel status" unless they are away from his/her tax home (official residence) overnight or the trip is long enough that the employee needs to stop for sleep or rest to perform duties. Napping in cars will not suffice as substantial rest.
 - All meals will be reimbursed at the rate in effect for the location of the traveler's last temporary duty station of the day (where traveler last stopped for official state business).
 - Employee travel reimbursements will be paid through the Transportation Reporting and Accounting Information System (TRAINS) and payroll taxes will be reported through the State's central payroll system (Refer to Appendix I for additional information).
2. For overnight travel assignments, where meals were purchased employee's reimbursement will **NOT** be reported as taxable income to the traveler.
 - Federal Internal Revenue Service (IRS) Publication 463 requires all meals to be reimbursed at the rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the last day of travel (return day) is the rate for the location where the traveler last stopped for sleep (normally evidenced by the previous day's receipt from the lodging facility).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.6

July 1, 2005

Other Rule

Reference(s)

(SAAM 10.40.20)
(SAAM 10.40.60)
(SAAM 10.40.70)

Meeting Meals

(For Coffee and Light Refreshments refer to Subsection 10-2.12)

1. Meeting Meals At Non-State Organizations

Approval

Attendance at these meetings will be approved by the agency head (Secretary of Transportation) or authorized designee (Chief of Staff, Assistant Secretaries, Regional Administrators or Directors of Divisions or of Offices directly reporting to the Secretary's office). Delegation will be in accordance with Executive Order 1012.00

Approval Requirements:

- Approvals must be in writing;
- One-time approvals for recurring meetings can be made at the time of the initial request; **and**
- Approving Authorities may not delegate this responsibility

Reimbursement

Actual meal costs will be reimbursed as evidenced by a receipt.

Documentation Requirements:

- Receipts are to be attached to the Travel Expense Voucher (DOT Form 133-103 EF) or invoice voucher.
- When the meal cost exceeds the standard meal allowance, the employee must note on the meal cost receipt, the cost of the meal and the customary gratuity, to receive full reimbursement.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.6

July 1, 2005

Meeting Meals

2. Meeting Meals At Department Sponsored Events

Approval

RCW 43.03.050 (3) and (4) provides for the approving authority (Secretary of Transportation) or authorized designee (Chief of Staff, Assistant Secretaries, Regional Administrators or Directors of Divisions, or of Offices reporting directly to the Secretary's office) to authorize reimbursement for the allowable cost of meals, for certain meetings (includes conferences, conventions, and formal training sessions); for both employees and others, who are not employees nor other governmental employees, but for whom the agency has legal authority to reimburse. Delegation will be in accordance with Executive Order 1012.00

The approving authorities may authorize allowable costs for meals with meetings, when meetings are away from the employee's or official's regular workplace (the employee's actual work station) regardless of travel status, and without regard to the Three Hour Rule (Refer to Appendix D meal rates). These meals must not exceed the meal allowance rate for that location.

Approval Requirements:

When the department requires a traveler to attend a meeting where meals are served the following criteria is to be followed:

- The purpose of the meeting is to conduct official state business or to provide training to state employees or state officials;

And

- The meals are an integral part of the meeting;

And

The approving authority (Secretary or Transportation) or authorized designee (Chief of Staff, Assistant Secretaries, Regional Administrators or Directors of Divisions, or of Offices-reporting directly to the Secretary's Office) approves payment for the meals in advance of the meeting by a signed approval memo or by using the Meeting Request Form, DOT Form 700-003EF (Refer to Appendix Q for an illustrative example). Delegation will be in accordance with Executive Order 1012.00

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.6

July 1, 2005

Meeting Meals (continued)

Documentation Requirements:

- The following information is required:
 - The purpose and objective of the meeting explaining how this is advantageous to the state. [RCW 43.03.050 (3) and (4)];
 - The necessity for meeting during the meal period;
 - An estimated number of the attendees, and the reasons these particular attendees were invited (What knowledge, skills and abilities do they bring); **and**
 - An estimate of the anticipated cost to the department for the meeting including the meal cost; **and**
 - Establishment of the authority to include individuals who are neither a state nor another governmental entity employee. (This is normally covered at the time the reasons for inviting the participants is explained); **and**
 - A copy of the meeting agenda is attached, demonstrating the meal is an integral part of the meeting.
- Each office is responsible to maintain clear records for each event for which the department purchased meals. The approved memo or Meeting Request Form must be attached to the payment voucher.

The following approval conditions must be met:

- Approvals must be in writing;
- One-time approvals for recurring meetings can be made at the time of the initial request; and
- This responsibility may not be delegated further.

Reimbursement

- For payment purposes: Use Object Code GD03, Meals with Meetings, and Purchase Authority M1382, Accounting Manual. Submit a payment voucher with the following documentation:
 - Approved document (Meeting Request Form, DOT Form 700-003 EF) or approved memo;
 - List of attendees, including the name of their organization. For non-state or non other governmental entity employees, either a copy of the Letter Agreement, Formal “Y” Agreement (excluding public involvement session) or inclusion of a statement on Meeting request form or approval memo stating reasons for their inclusion in payment (Normally covered at the time the reasons for inviting the participants are stated); **and**
 - Itemized receipt for all costs incurred; **and**
 - A copy of the meeting agenda is attached.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.6

July 1, 2005

Meeting Meals (continued)

3. Non-mandatory attendance at seminars or professional meetings

- For non-mandatory attendance at seminars or professional meetings, reimbursement for meal expenses may be at less than the rates stated in Schedule A, Schedule B, or Schedule C, provided that in all instances reimbursement at a lower rate is agreed to in writing by the traveler in advance of the travel and attached to the travel expense voucher when requesting reimbursement.

10-3.7

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.40.80)

Restrictions on Meeting Meals

The Department may not make expenditures for meals in the following situations:

- For anniversaries of department or organizations within the department;
 - Receptions for new, existing, and/or retiring employees or officials, election celebrations, etc.; and
 - Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official, or are to be a social rather than governmental business event, and include expenditures for meals for those whom department is not legally authorized to reimburse.
-



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 3 Meals

10-3.8

July 1, 2005
Other Rule
Reference(s)
(SAAM 10.40.20d)

Meals with Lodging

NOTE: This section does not apply to meals served in conjunction with meetings, conferences, conventions, seminars or other training sessions.

Under the following conditions subsistence payments are not required to be reduced or eliminated:

- If a lodging establishment advertises a “continental breakfast” (regardless of what is actually served) it will be treated as a continental breakfast.
- If a lodging establishment offers a meal with lodging and the traveler is not allowed to order off a menu and have the meal cooked to his/her specification, then we will treat the meal in a similar manner to an airline meal. [Revised 12/28/05]

Under the following conditions the subsistence payment will be reduced or eliminated from the travelers travel expense voucher:

- If the traveler is allowed to order off a menu and the meal is cooked to his/her specification then this will be treated as an actual meal.

END

Chapter 10 WSDOT Travel Rules and Procedures

Section 10-4 Lodging

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Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.1

Nov 2, 2006

Other Rule
Reference(s)

(SAAM 10.30.10)
(SAAM 10.30.30)

Reimbursable Lodging Costs

Travelers may be entitled to lodging expenses while on official state business. Reimbursement is subject to the requirements and restrictions of this subsection.

1. Lodging expenses, at a Temporary Duty Station, are allowed when the temporary duty station is more than fifty – (50) miles (most direct route) from the traveler's official residence and official station. [Revised 12/28/05]
 - Reimbursement of lodging expenses incurred at a lodging facility located at either the traveler's official station or official residence is prohibited except:
 - As an allowable moving cost as provided in Subsection 10-9;
 - In emergencies, when the department determines that employees performing critical departmental functions must remain at their work stations; and
 - When an employee acting in a custodial or leadership role must, as part of their duties, lodge with clients of the department.
2. Reimbursable lodging expenses are limited to: the basic room rate plus any applicable sales taxes and/or hotel/motel taxes (Refer to Appendix D for current state rates). Lodging tips or gratuities will not be reimbursed because these types of expenses are considered non-essential expenses (fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and others for personal services performed).

The traveler is reimbursed actual cost, as evidenced by a receipt, for a single basic room up to the maximum lodging rate (government room rate), based on that location, unless:

- An exception is specifically provided by statute, or
- Authorized by Subsection 10-4.2 - 10-4.5.

NOTE on Surcharges – if a surcharge is part of the tax structure of the location it is reimbursable as part of the applicable taxes. For example Clark County. **Mandatory** surcharges being levied by the facility that are not part of the tax structure may be reimbursed as miscellaneous travel costs. Use object codes GD01 for in-state travel and GD04 for travel requiring a trip number.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.1
July 1, 2005

Reimbursable Lodging Costs (continued)

For maximum lodging rates, refer to Schedule A: Lodging, Subsistence, and Mileage Rates For The Continental USA and/or Schedule B: High Cost Lodging And Subsistence Rates For Continental USA, or Schedule C: High Cost Lodging And Subsistence Rates For The Non Continental USA and Foreign, at OSC Accounting Travel Web Site:

<http://wwwi.wsdot.wa.gov/fasc/accounting/new-travel.htm>

Travelers may be reimbursed taxes paid on lodging in addition to the Maximum Lodging Amounts contained in Schedules A and B. Lodging Costs in excess of the allowance and the associated taxes on the excess will be paid by the traveler. When this occurs, taxes are to be prorated between the allowable and the unallowable costs. Code the payment of taxes on lodging as lodging expense, Sub object GA or GF, as applicable.

The employee is to return promptly to either the official duty station or official residence when the state business has been completed. If the employee is authorized to stay an additional day then the traveler is to promptly return the next day or as soon as possible thereafter. (Subsection 10-1.6 discusses rules regarding documentation of travel for the convenience of the employee).

3. Costs incurred by a traveler during occupancy of a commercial lodging facility(s) rented on other than a daily basis, such as on a weekly or monthly basis, may be reimbursed. This may not exceed the total costs obtained by multiplying the number of days involved times the applicable daily lodging amount(s) as follows: [Revised 12/28/05]
 - For Schedule A or Schedule B, add the lodging taxes to the lodging allowance amount.
 - For Schedule C, use the lodging allowance amount shown (includes all taxes on lodging).

Travelers requesting reimbursement must attach original lodging receipts to their travel expense voucher.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.1

July 1, 2005

Reimbursable Lodging Costs (continued)

4. Except in emergencies or where Employer Provided Lodging contract provisions exist, employees will not be reimbursed for lodging expenses claimed within 50 miles of both the official residence and official station (refer to employer provided lodging and meals within 50 miles of official work station or residence in Subsection 10-2.7). [Revised 12/28/05]
5. Lodging allowances may be reimbursed at less than the stated rates when attending a non-mandatory seminar or professional meeting. However, the agreement to receive less than the stated rates must be signed in advance of the event.
6. In the case of department wide sponsored events, the maximum allowable lodging amounts for state employee meetings, conferences, conventions, and training sessions may not always be sufficient for the department to rent properties with the facilities needed for these purposes. When this occurs, the department may increase the lodging reimbursement up to 125% of the maximum allowable lodging rates contained in Schedule A, Schedule B, or Schedule C.
7. For other exceptions to the maximum allowable lodging amounts (Refer to Subsections 10-4.4 and 10-4.5).

10-4.2

July 1, 2005

Exception to Lodging Expenses for the Normal Return Night

Other Rule
Reference(s)
(SAAM 10.30.50)

When the traveler does not return to his/her official residence or official station on the normal return night*, the traveler is to promptly return the next day or as soon as possible thereafter.

Note: * That night of travel on which it was anticipated prior to the trip, that the traveler would return either to the official duty station or official residence after the completion of official state business. [OFM definition]



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.2
July 1, 2005

Exception to Lodging Expenses for the Normal Return Night (continued)

The department may reimburse under one of the following three conditions:

1. When the overnight stay is more economical to the state, justification must be attached to the traveler's Travel Expense Voucher.
2. The health and safety of travelers is of a concern; and considered advantageous to the state and may justify an overnight stay.
(As defined in Subsection 10-2.6)
3. Compliance with the Americans with Disabilities Act (ADA) is considered advantageous to the state and may justify an overnight stay (Refer to Subsection 10-2.8). The Travel Expense Voucher must be annotated that the extra costs were incurred to comply with the ADA.

10-4.3
July 1, 2005

Exception to the 50 Mile Rule

Other Rule
Reference(s)
(SAAM 10.10.35)
(SAAM 10.30.30.b)

When requesting an exception to the 50 Mile Rule, prior written approval is required from the approving authority or designee. This written documentation is to be attached to the employee's travel expense voucher.

Under one of the following three conditions, reimbursement for lodging expenses is allowed when the temporary duty station is located within fifty - (50) miles (most direct route) of both the traveler's official residence and official station.
[Revised 12/28/05]

1. An overnight stay in a commercial lodging facility to avoid having a traveler drive back and forth for back-to-back late night/early morning official state business.
 - The amount of time between close of business on the first day and the start of business on the second day must be 11 hours or less (based on 3 hours personal time and 8 hours of sleep).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.3

July 1, 2005

Other Rule
Reference(s)
(SAAM 10.10.35)

Exception to the 50 Mile Rule (continued)

2. When the health and safety of travelers is of concern as provided for in Subsection 10-2.6. Prompt notification of the traveler's supervisor is required when an alteration of travel plans and itineraries occurs and the change may result in extra travel expenses.

- Emergency Health Situation:

In emergency situations, such as a sudden on-set of incapacitating illness, the supervisor should be contacted as soon as possible. An explanation of the health or safety issue must also be noted on the traveler's travel expense voucher.

Severe Inclement Weather Is Involved - The severe inclement weather condition must also be noted on the traveler's travel expense voucher.

3. When the approving authority can demonstrate that staying overnight is more economical to the state.

- A cost benefit analysis (Worksheet - Least Cost Benefit Analysis or a Department Memorandum) must be attached to the travel expense voucher.

The department may request in writing an exception to this regulation for other unique conditions from the Director of OFM (Refer to Subsection 10-2.7 for department exception - Performing critical department functions during emergencies).

10-4.4

July 1, 2005

Other Rule
Reference(s)
(SAAM 10.30.20)

Exception to the Maximum Allowable Lodging Rates – “The 150% Rule”

Occasionally under certain situations, lodging costs may exceed the allowable maximum lodging rate. The department head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem amounts listed in Schedule A, Schedule B, or Schedule C.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.4

July 1, 2005

Other Rule

Reference(s)

(SAAM 10.30.20)

Exception to the Maximum Allowable Lodging Rates – “The 150% Rule” (continued)

To exercise The Exception to the Maximum Allowable Lodging Amount or “**The 150% Rule**”:

- One of the following situations must exist and prior written approval (a statement that describes why an exception was necessary) must be obtained from the approving authority or authorized designee:
 1. When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
 2. When costs in the area have escalated for a brief period of time either during special events or disasters.
 3. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs. **Note a cost analysis must accompany this condition.**
 4. The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events. Further, it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held.
 5. To comply with provisions of the Americans with Disabilities Act (Refer to Subsection 10-2.8), or when the health and safety of the traveler is at risk (Refer to Subsection 10-2.6).
 6. When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.
Note a cost analysis must accompany this condition.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.4

July 1, 2005

Exception to the Maximum Allowable Lodging Rates – “The 150% Rule” (continued)

The written approval for the exception, signed by the approving authority or authorized designee, must be included, as part of the payment document and the number of the situation for the exception should be referenced in the comment section of the payment document.

- The traveler is to select the most economical room available under the circumstances.
- The department is not to treat any employees differently under like travel circumstances.
- The authorized room rate does not exceed:

150% Calculation

Meals (+) Lodging = Normal Per Diem (x) 1.5 = 150% amount

For Example: \$31 (+) \$60 = \$91 (x) 1.5 = \$136.50 rounded to \$137.00

The total adjusted per diem amount is calculated in the following manner -

Adjusted lodging rate \$137.00 + meal allowance of \$31 = Total Adjusted Per Diem rate of \$168.00.

10-4.5

July 1, 2005

Lodging in Excess of the 150% Rule – “The Exception to 150% Rule”

Other Rule
Reference(s)
(SAAM 10.30.20)

The Department may approve payment of lodging expenses in excess of the 150% rule and pay the total actual cost when exceptional conditions exist that result in unusually high expenses. Prior written approval should be obtained by the approving authority or authorized designee

An exceptional condition exists when all three of the following conditions exists and prior written approval (a statement that describes the unusual circumstances and why an exception was necessary) must be obtained from the approving authority or authorized designee and will be attached to the payment document:



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.5

July 1, 2005

Lodging in Excess of the 150% Rule – “The Exception to 150% Rule” (continued)

All three of these conditions must exist in order to use “The Exception to the 150% Rule”

- The traveler is required to attend a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events;
And
- It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held;
And
- The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel expense voucher or reference the file location. It is recommended that traveler obtain at least three phone quotes from other hotels in that location.

10-4.6

July 1, 2005

Non-Reimbursable Lodging Costs

The following types of lodging-related costs shall not be reimbursed:

Other Rule
References

(SAAM 10.30.30.a)
(SAAM 10.30.40.c)
(SAAM 60.20.10)

1. Lodging tips or gratuities.
2. Lodging expenses incurred at a lodging facility located at either the traveler’s official station or official residence, except for relocation as provided in Appendix H.
3. Lodging expense incurred at a lodging facility or temporary duty location located within 50 miles of both the official residence and official station, except as provided in Subsection 10-4.3. [Revised 12/28/05]
4. Personal and non essential costs associated with lodging (Refer to 10-4.1 for detailed costs)
5. Lodging expenses are not authorized when a traveler stays at a non-commercial lodging facility, such as a private/family residence, state provided facilities, etc.
6. Additional charges for family members accompanying the employee



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.7

July 1, 2007

Other Rule
Reference(s)
(SAAM 10.30.60)

Payment of Lodging Accommodations

Options for paying lodging accommodations include:

1. Department of General Administration - authorized individual corporate charge card (Refer to Subsection 10-2.9 and Appendix K for detailed information).
 - Travelers are to attach detailed lodging receipts to the Travel Expense Voucher (DOT Form 133 103 EF).
2. Direct Payment To Vendor By The Department

Each organization is responsible for setting up direct billing to the department (Contact the appropriate financial office for guidance, and/or refer to Subsection 10-6.1 and Appendix L, Direct Billing - Lodging for illustrative examples and detail instructions).

- Department Responsibilities:

Payment by the department for such an arrangement may not exceed the amount normally reimbursable to the employee(s). Costs incurred by an employee during occupancy of a commercial facility rented on other than a daily basis, such as on a weekly or monthly, may be reimbursed not to exceed the total obtained by multiplying the number of travel days involved times the applicable daily lodging amount(s) contained in Appendix D.

Required vendor payment documentation includes, but is not limited to:

- List of persons (names and organizations) for whom such services are provided and dates of their attendance
- Vendor billing in sufficient detail to ensure payments are in conformance with purchasing Procedures and the accepted agreement.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.7

July 1, 2007

Payment of Lodging Accommodations (continued)

- A copy of a letter of agreement between vendor and the department setting forth the services to be rendered by the vendor and the charges thereof should be on file (Refer to Appendix L, Direct Billing - Lodging for additional information).
- Employee responsibility:
 - Employees are to verify billing address at the time of check in; and
 - Employees are to review and sign the bill, paying for any excess above the allowable expense when checking out.
- 3. Employee pays by personal resources

Travelers are to attach detailed lodging receipts to the Travel Expense Voucher, DOT Form 133 103 EF.

10-4.8

July 1, 2005

Alternatives to Hotel/Motel Lodging

Other Rule
Reference(s)

(SAAM 10.30.70)
(SAAM 10.30.40.c)

1. Using a travel trailer, camper, or motor home
 - For convenience of the employee
 - Approval to use a motor home, travel trailer, or camper must be authorized in advance.
 - Reimbursement is limited to actual space rental costs (as evidenced by a receipt from a commercial facility) not to exceed the maximum non-high cost lodging rate as shown in Schedule A.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.8

July 1, 2005

Alternatives to Hotel/Motel Lodging (continued)

Other Rule
Reference(s)

- When an employee is using a personal trailer, camper, or motor home the employee will not be paid an additional reimbursement for the use of a personal travel trailer, camper, or motor home.
- When a travel trailer, camper, or motor home is rented or leased, the employee will not be reimbursed for this cost.

- For convenience of the department

The department head or authorized designee, with the traveler's concurrence, may authorize in advance the use of a privately-owned travel trailer or camper when all of the following conditions exist:

- Suitable commercial lodging is not available;
- And**
- State lodging is not provided;
- And**
- There is a benefit to the state for the traveler to remain at the temporary work station.

In this situation, the traveler is to be reimbursed at the hourly, non-high cost per diem rate shown in Schedule A.

For Example: The non-high cost rate is \$91.00, then dividing by 24 hours equals an hourly rate of \$3.79. If the traveler were in travel status for 60 hours, the reimbursement would be: 60 x \$3.79 for \$227.50.

SAAM (10.30.30.c).

2. Using houses, apartments or dormitories,

- The non standard lodging facility must be operated as a viable business offering accommodations to the general public.
- A cost benefit analysis must support that the total reimbursement does not exceed the allowable lodging rate.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 4 Lodging

10-4.8
July 1, 2005

Alternatives to Hotel/Motel Lodging (continued)

- Prior written approval must be obtained from the approving authority or designee. A statement describing why the situation supports an exception to commercial lodging should be included.
- Reimbursement is not to exceed the total reimbursement at the maximum lodging rate for each day of actual occupancy.
- Add benefit for state provided (extras) phone and utilities
- For relocation expenses refer to Subsection 10-9.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-5 Transportation**

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Section 10 - 5 Transportation

10-5.1

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.50.10)
(WSDOT M 53-50)
(WSDOT D 53-51)
(WSDOT D 16-03)

Reimbursable Transportation Costs -

Reimbursable transportation expenses include the costs of all necessary official state business travel on railroads, airlines, ships, buses, private motor vehicles, and other usual means of conveyance.

Costs incurred by driver negligence will not be reimbursed.

10-5.2

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.50.20)
(SAAM 70.50.50)

Mileage - Privately Owned Vehicle (POV) and Privately Owned Aircraft -

Mileage off the travelers normal commute route is eligible for reimbursement.

Types of eligible mileage:

1. To/From **Destination mileage** may be based on:

- Point-to-point
 - In-State - WSDOT Highway map
Point-to-point mileage in the state is to be determined based on the distances shown on the latest Department of Transportation Official State Highway Map.
Internet mileage guides may be used, but a copy of the map must be attached to the trip documentation
 - Out-of-State - Standard highway mileage guide
 Out-of-state mileage is to be determined based on standard highway mileage guides.
Internet mileage guides may be used, but a copy of the map must be attached to the trip documentation.
- Actual Mileage from:
 - Odometer readings (beginning and ending miles):
 - Trip meter reading

If actual odometer or trip meter readings are used for entire trip, then vicinity miles need not be broken out. However, specifics about where the traveler is going and for what purpose must be noted in the "Purpose of Trip" column. Apparent excessive mileage will require additional documentation.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.2

July 1, 2005

Mileage - Privately Owned Vehicle (POV) and Privately Owned Aircraft (continued)

- Washington State Ferries (WSF)
 - Actual mileage is to be determined using the WSF Schedule A.
- Private Air Craft Mileage

NOAA Charts: Private aircraft mileage is based on the distance between airports on National Oceanic Atmospheric Administration (NOAA) airways charts and is available from the Aviation Division.
- 2. **Vicinity Mileage** based on actual odometer reading (beginning and ending miles) or trip meter readings.
 - Readings are to be shown on the Travel Expense Voucher, DOT Form 133-103 EF as a separate figure, if point-to-point maps miles are used for to/from mileage.
 - Trip meter readings will be treated the same as point-to-point mileage on the Travel Expense Voucher. However, a notation stating, “trip meter used” must be on the voucher.
 - Specifics about where the traveler is going and for what purpose must be noted in the “The Purpose of Trip” column.
 - If “point-to-point” mileage is used, note this fact on your travel expense voucher in the “The Purpose of Trip” column.

10-5.2.1

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.50.25)
(M 53 – 50)

Restrictions on Privately-Owned Motor Vehicle Usage

Commuting - The travel between home or other domicile, regular place of work or permanent duty station, is a personal obligation and is not reimbursable by the state.

All other official state business mileage is reimbursable. Because of the potential of misuse in this area, the department cautions all organizations to strictly adhere to Subsection 10-2, Department Requirements and Restrictions.

Approving authorities are to establish controls to ensure all claims for personal vehicle mileage are for travel that is both critical and necessary for department business.

Whenever possible, a state vehicle should be used in lieu of POV mileage.

However, consideration will be given to an employee’s request for the use of their own vehicle.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.2.2

July 1, 2005

Other Rule

Reference(s)

(WSDOT M 53 - 50)

Requirements for Privately-Owned Motor Vehicle Use

- A state provided vehicle is not available (Refer to M53-50);
 - Employees who drive their personal vehicle regularly are encouraged to have a business rider added to their personal insurance;
 - Employees may bring family members and other passengers on business trips in private vehicles. However, the State of Washington can't provide secondary liability insurance coverage for injuries to passengers not performing official state business;
 - Accidents while driving a privately owned vehicle on state business must be reported to Olympia Service Center Claims Administration Branch. The employee's liability insurance provides primary liability coverage. Proof of liability insurance must be maintained in all private vehicles used on state business; and
 - Reimbursement for the use of a privately owned motor vehicle is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.
-

10-5.3

July 1, 2005

Other Rule

Reference(s)

(SAAM 10.50.35)

Renting Motor Vehicles -

Rental vehicles may be used for official state business under the following conditions:

- A state owned or operated motor vehicle is not available; Public transportation is not appropriate;
- Or**
- The use of the rental motor vehicle is advantageous to the state, more economical than other conveyance, or necessary state business cannot be accomplished otherwise (e.g., mail, telephone, etc.);
- And**
- The agency head or authorized designee has approved in advance use of a rental car. (Refer to subsection 10-2.9 for details). Document this by using a Travel Request Form (Refer to Appendix Q for an illustrative example).

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.3.1

July 1, 2005

Restrictions on Renting Motor Vehicles

Other Rule
Reference(s)

Obtain rental vehicles from rental firms under contract by the Office of State Procurement.

(SAAM 10.50.35)
(WSDOT M53 – 50)
(WSDOT M53 – 51)
(WSDOT M16 – 03)

If no contract vendor is available, or in cases of emergency, the traveler may use other resources available. Traveler must attach documentation for reimbursement.

If the traveler does not have access to a state travel charge system, the traveler's personal financial resources may be used to obtain the rental motor vehicle. Approval must be obtained in writing from the organization's Travel Coordinator. When the traveler is billed individually, and seeks reimbursement for purchase of rental car services, the traveler should attach the original receipt for the costs to the Travel Expense Voucher (Refer to Appendix Q for an illustrative example). Transporting of unauthorized passengers in a rental vehicle is prohibited. The State of Washington will not provide liability protection to any unauthorized passengers in the event of an accident.

Drivers must be familiar with the principles of the following Departmental guidance:

- M 53-50, Use of State Provided Motor Vehicles;
- D 53-51, WSDOT Vehicle Commuter Ridesharing (Fleetrider); and
- D 16-03, Tort Claims (describes how to report accidents in rental and state vehicles used on official state business).

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.3.1

July 1, 2005

Restrictions on Renting Motor Vehicles (continued)

The state contract for rental of motor vehicles does not authorize vehicles to be used for other than official state business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is required to execute a personal contract to rent a motor vehicle for the vacation portion of the trip. Failure to do so may violate the state ethics law.

A traveler may personally rent a vehicle and charge the official business mileage at the state mileage rate and all rules and Procedures regarding the use of POV apply.

The state contract for rental of motor vehicles includes full insurance coverage for department-authorized passengers. The state will not reimburse travelers for the additional cost of insurance coverage purchased on state contract vehicle rentals.

10-5.4

July 1, 2005

Common Carriers

Other Rule
Reference(s)

(SAAM 10.50.60)

Official state business travel on railroads, airlines, ships, buses, and other usual means of conveyance is an allowable transportation expense. Each office is responsible to maintain clear records for each event which the department purchased travel by a common carrier. The Central Travel Account (CTA) is used to purchase common carrier tickets.

Other criteria to consider are:

- Transportation expenses should be purchased at the lowest applicable cost;
- Documentation to support the purchase decision and confirmation of travel by the traveler must be attached to all payment documents;
- If a ticket issued by a common carrier is not used or the department incurs additional fees due to personal reasons, the traveler is responsible for reimbursing the department for the full amount when the invoice is received; and
- If a ticket is unused at the end of the fiscal year, the ticket cost is to be assessed for materiality and recorded in the concluding fiscal year as an asset rather than expenditure in accordance with fiscal year end closing procedures.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.4.1

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.50.40)

Common Carrier Ticket Controls

The department is responsible for establishing an effective system for management and control over advance ticket purchasing for all approved in state, out-of-state, and out-of-country trips involving air, bus, train, and other forms of transportation by a common carrier.

When the department determines it can save money by taking advantage of discounts offered by a common carrier for advance bookings and payments, it is authorized to pay for common carrier tickets prior to a scheduled trip if the following conditions are met:

- The ticket is purchased through the CTA (Central Travel Account) Program administered by the Department of General Administration (GA) or by utilizing best buy procedures described in the purchasing manual (Refer to M 72-80);

And

- The department retains control of the ticket.

This includes:

- Physical control over paper ticket;
- Tracking of electronic ticket purchases (ticketless); and
- Tickets or confirmation code should be delivered to travelers in a timely manner.

10-5.4.2

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.50.45)
(SAAM 10.50.80)

Purchasing Airfare -

The department's policy is:

All air travel be purchased using the department's Central Travel Account (CTA) by the travel coordinators or designee.

The Department must use the following criteria when purchasing airfare:

1. Use WSDOT Travel Request Form, DOT 700-006 EF for requesting/authorization of travel by air (Refer to Appendix Q for an illustrative example);
2. Use the air travel services provided by air carriers through contracts awarded by GA. The only exception is for conditions stated in the contract document. Where a city pair contract exists, such as between Seattle and San Francisco, reimbursement may be made up to the contract airfare amount.

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Section 10 - 5 Transportation

10-5.4.2

July 1, 2005

Purchasing Airfare (continued)

3. The department may make reimbursement above the contract airfare only:
 - For allowable conditions as stated within the contract documents; and
 - When the air carrier does not have seats available for the desired destination. Reimbursement above the airfare contract will be at the lowest applicable airfare not to exceed tourist class or its equivalent. This reimbursement limitation may be exceeded, if necessary, when complying with the ADA
(Refer to Subsection 10-2.8 for detail information);
4. All purchases of air travel arrangements must be made through a GA-qualified travel agency or direct from the airlines except when:
 - There is no state contract fare for the routes to be traveled. Contact your travel coordinator for the current list of qualified travel agencies;
Or
 - Flight times do not meet the traveler's requirements;
Or
 - Airfares can be obtained at a lesser price from another travel agency or a licensed air travel wholesaler for the same required itinerary (must be substantiated by three fare quotes from different qualified travel agencies);
And
 - Prior written approval must be obtained from the approving authority or authorized designee (department designated travel coordinator). The request for approval must include documentation of the quotes, a cost benefit analysis, name of traveler, date and time of quote, dollar amount, and source from which the quote was obtained (must be a licensed travel agent and fares offered to the general public). All documentation must be attached to the payment document;
Or

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Section 10 - 5 Transportation

10-5.4.2

July 1, 2005

Purchasing Airfare (continued)

- Emergency or Exceptional situations where the employee purchases a ticket. Purchases must be approved by the approving authority or authorized designee (department designated travel coordinator). Reimbursement will be limited to the lesser of the ticket price or the state contract price. Written documentation must be attached to the payment voucher;

State Contracts may be accessed at OSC Accounting Travel Web Site:

<http://wwwi.wsdot.wa.gov/fasc/accounting/new-travel.htm>

5. Normally, the maximum reimbursement for transportation expenses via non-air common carriers is the lowest applicable fare not to exceed the lowest class fare. The reimbursement limitation may be exceeded, if necessary for the health and safety of the traveler, and when disabled persons (and a personal care attendant, if necessary for the disabled person to travel) are required to travel.
6. Discount airfare tickets for international routes may be purchased from an air travel wholesaler who is not a qualified travel agent if all the following conditions are met:
 - There is no state contract fare for the international routes to be traveled;
And
 - Quotes (telephone or written) have been requested from at least two qualified travel agencies for the required itinerary. Written documentation of the quotes must include, in a cost benefit analysis, name of traveler, date and time of quote, dollar amount, and source from which the quote was obtained and must be attached to the payment document. For employee purchased tickets, reimbursement will be limited to the lesser of the ticket price or the state contract price;

Chapter 10 WSDOT Travel Rules and Procedures**Section 10 - 5 Transportation**

10-5.4.2

July 1, 2005

Purchasing Airfare (continued)

7. Airfares can be obtained at a lesser price (than fares quoted by the qualified travel agency) from another travel agency or an air travel wholesaler for the same required itinerary;

And

8. The department is required to seek a refund for unused tickets. The department is to treat such refunds as recoveries of expenditures.
-

10-5.4.3

July 1, 2005

Restrictions on Airport Selection -Other Rule
Reference(s)(SAAM 10.10.20)
(SAAM 10.50.55)

Use the criteria for selecting travel alternatives stated in SAAM 10.10.20 for airport selection. In most cases, this means the department must select the most economical alternative.

- Use of the local airport is assumed to result in travel expenses that are most economical to the state. Travelers are expected to use their local airport when traveling by regularly scheduled air service on state business, unless an alternative meets one of the criteria and conditions noted in SAAM10.10.20.
- A "Local Airport" is the airport that offers regularly scheduled air service that is closest to the point from which travel begins. In most situations it would be the airport closest to the traveler's residence. For out-of-state destinations, the closest airport that provides direct out-of-state flights may be considered the local airport.
- The traveler is to provide documentation to support a decision to use an airport other than the local airport. This documentation is to be attached to the payment voucher.
- If the traveler chooses another airport for reasons other than those specified in SAAM 10.10.20, the traveler must bear any costs in excess of the most economical costs.

Chapter 10 WSDOT Travel Rules and Procedures***Section 10 - 5 Transportation***

10-5.5

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.50.70)

Changes to Itinerary may Affect Reimbursement -

If there is an authorized change in itinerary while in travel status to conduct official state business, the traveler, whenever possible, pays the added cost using:

- State travel charge card; and/or
- Personal financial resources.

The traveler is to document the circumstances and attach a copy of the receipt for the added cost to the Travel Expense Voucher (Refer to Appendix Q for an illustrative example).

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 5 Transportation

10-5.6

July 1, 2008

Other Rule
Reference(s)

(WSDOT M 53-50)
(WSDOT M 53-51)

Using state owned vehicles-

- Operator responsibilities and requirements:
 - Use of a state owned vehicle is for official business only or for authorized commuting;
 - All drivers must have a valid driver's license in their possession;
 - Drivers must drive defensively and courteously at all times;
 - Drivers must obey all state traffic laws;
 - Supervisors are responsible to assure that drivers comply with state laws and are familiar with the contents of M 53-50, "Use of State Provided Motor Vehicles" and D 16-03, "Tort Claims";
 - Drivers of state owned vehicles are under constant scrutiny and are very vulnerable to criticism. Criticism can be kept to a minimum by carefully following all traffic and ethics laws and being a considerate driver;
 - Commuting with state vehicles may be authorized for certain vehicles when meeting stringent requirements for official state business. These are fully stated in M 53-50 and D 53-51. Use of these vehicles is considered a federally taxable benefit;
 - All vehicles used for official state business must carry accident report forms; and
 - The employee is responsible for maintaining the good appearance of an assigned vehicle, regardless of the length of assignment.
 - State owned vehicles shall utilize the HOT lanes only when they meet the posted high occupancy vehicle (HOV) requirement (two passengers or more). If the state vehicle is equipped with a *Good To Go!* transponder, a transponder disabling device must be used.
- Obtaining a General Administration Motor Pool Vehicle
 - Reservations can be made in person or by phone. The following information is needed:
 - Drivers name;
 - Date and time of pick up and return;
 - Destination;
 - Agency name;
 - Number of passengers; and
 - Driver's phone number

Chapter 10 WSDOT Travel Rules and Procedures***Section 10 - 5 Transportation***

10-5.6

July 1, 2008

Using state owned vehicles - (continued)

- Picking up the reserved vehicle:
 - Valid drivers license;
 - Agency Vehicle Authorization Card (Yellow Card); and
 - You will receive a fuel card from the motor pool;
- Returning the vehicle
 - Return the vehicle with at least $\frac{3}{4}$ tank of gas. If not there is a fee that will be charged for fueling the vehicle;
 - When possible return the vehicle to the fenced area;
 - Return keys to dispatch and notify them of the parking number and ending mileage; and
 - Night drop is available, but you will have to make arrangements with dispatch at time of pick up.;
- Canceling a reservation

If plans are changed and you no longer need the vehicle, contact the dispatcher and cancel the reservation, or there will be a charge for “No show”.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-6 Miscellaneous Travel Expense

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Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures**Section 10 - 6 Miscellaneous Travel Expense**

10-6.1

July 1, 2005

Other Rule

Reference(s)

(SAAM 10.60.20)

(SAAM 10.80.50)

(SAAM 10.80.55)

(WSDOT M 72-80)

Direct Bill Expenses

Whenever possible, the traveler should not pay for motor vehicle rentals, registration fees, rental of rooms for official state business, and other miscellaneous travel expenses.

The traveler should request the vendor of the services to bill the department in accordance with prescribed department purchasing requirements. The traveler is responsible for:

- Assuring the vendor will establish a direct bill invoice to the department (ex: hotel / motel direct bill agreements have been established for each organization within WSDOT);
- Contacting the vendor to make advance reservations;
- Confirming services were received;
- Returning receipts or request for reimbursement in a timely manner;
- Documenting any special circumstances concerning the Direct Bill Invoice in writing to the Travel Coordinator or Financial Services office.

For example, a hotel / motel reservation:

- Confirm the direct bill account is active (if not, contact the organization Travel Coordinator or the Financial Services Office).
- Check the rate - some rates may exceed the maximum allowable.
- Confirm the direct bill address: provide the hotel / motel with the account number and any special instructions required by the organization.
- Guarantee the room (when necessary) using a *personal* credit card - the direct bill does not guarantee it. Whether the room is guaranteed or not, reservations must be canceled if plans change, and the accommodations are no longer needed.
- Traveler is responsible for room charge if room is not cancelled if trip is cancelled.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10 - 6 Miscellaneous Travel Expense**

10-6.1

July 1, 2005

Direct Bill Expenses (continued)

- At the time of check in:
 - be prepared to provide identification showing proof of employment with WSDOT. (e.g. check stub, insurance card, scan plus card, etc.).
- At the time of check out:
 - Verify correct billing address;
 - Verify the charges. All charges other than room, tax and parking must be paid.
 - If there are discrepancies, try to resolve them and notify your Travel Coordinator or Financial Services Office of potential problems as soon as possible; and
 - Sign the invoice.

Request reimbursement and document in the “Remarks” section on the travel expense voucher “Direct Bill” with the name of the hotel / motel and attach all supporting receipts.

10-6.2

July 1, 2008

Reimbursable Miscellaneous Travel Costs -

Other Rule
Reference(s)

(SAAM 10.10.40)
(SAAM 10.60.10)
(SAAM 10.80.40)

Miscellaneous travel expenses essential to the transaction of official state business are reimbursable. Attach receipts when applicable to payment documents.
Reimbursable expenses include, but are not limited to:

- Taxi fares (including a customary tip or gratuity), transit fares, motor vehicle rentals, parking fees, and ferry and bridge tolls;
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings. (For payment purposes, charge registration fees to EG01 or conference and/or seminar fees to EG02 object account codes; use purchase authority G4c). These fees would normally be invoiced and paid separately, not included on the Travel Voucher;

Chapter 10 WSDOT Travel Rules and Procedures**Section 10 - 6 Miscellaneous Travel Expense****10-6.2**

July 1, 2008

Reimbursable Miscellaneous Travel Costs (continued)

- Rental of a meeting room in a hotel or other place, which is used to transact official state business. The meeting room rental is reimbursable as a separate item when authorized in advance by the department head or authorized designee (Meeting Request Form, DOT 700-003 EF refer to Appendix Q). This rental would be coded to object account ED03 using purchase authority G4;
- Non-SCAN telephone charges. Report the person called and purpose of each call on travel voucher. Brief personal calls due to change(s) in travel plans are permitted - use SCAN system when possible. If available, backup documentation should be attached to the Travel Voucher;
- Hotel/motel surcharges on official state business phone calls;
- Charges for necessary facsimile (fax) services;
- Charges for necessary stenographic, typing, and copying services;
- The actual cost of laundry and/or dry cleaning expenses, as evidenced by a receipt, is authorized for travelers in continuous travel status for five (5) or more consecutive days. Use of a coin-operated Laundromat is allowable. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher;
- Mandatory fees charged by lodging facilities for items such as room safes, however employee should deny charges when possible;
- Gas, oil, other service, and/or minor repairs to state-owned vehicles when special situations did not permit the use of state-owned facilities. These charges are reimbursed by the Transportation Equipment Fund (TEF). This should be reimbursed separately, not included on the travel voucher. Contact appropriate TEF Accounting or Financial Services Office for further instruction;
- Personal care attendant services required by ADA qualified employees; and
- Career development (detailed information referenced in Subsection 10-6.3).
- Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic and international flights.

Questions concerning other allowable costs should be directed to your organization Travel Coordinator or Financial Services Office.

Chapter 10 WSDOT Travel Rules and Procedures***Section 10 - 6 Miscellaneous Travel Expense*****10-6.3**

July 1, 2005

Restrictions on Career Development Travel Expenses**Other Rule****Reference(s)**

The following table offers procedures to the most common Career Development Travel Expenses.

(SAAM 70.20.30)
(WSDOT D73-50)
(WSDOT M 3009)

To insure correct reimbursement procedures are followed, travelers must obtain prior approval from their executive or designee before the event occurs.

Exceptions for uncommon career development events may be approved by the executive or designee, but must be requested and approved in writing. This documentation must be attached to the travel expense voucher.

Travel expenses may be reimbursed at rates not to exceed the established state rate. All travel expense rules and procedures apply (Ex: treatment for all Standard per diem rules such as the 50 mile rule, 3 hour rule, and prompt return rule). Travel expenses may include:

- Transportation expenses;
- Per diem expenses, and
- Other miscellaneous travel costs.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 6 Miscellaneous Travel Expense

10-6.3

July 1, 2005

Restrictions on Career Development Travel Expenses (continued)

**Table 10-6.3
Reimbursable
Career Development Travel Expenses**

Reimbursable	Non-Reimbursable
<ul style="list-style-type: none"> Interviews by WSDOT employees within the department. <ul style="list-style-type: none"> Costs are controlled by and charged to the potential gaining organization. Copy of travel voucher processed by home organization sent to interviewing organization. Exams <ul style="list-style-type: none"> Professional licenses and certificates used within WSDOT. Examples are: Transportation Engineers (who wish to take the EIT or PE exam), Bridge Engineers (who wish to take the Structural Engineering Exam) and Right of Way Agents (who wish to take the Appraiser Exam):. <p>Employees should verify eligibility with their supervisor.</p> Employee who is an appellant in a position allocation appeal hearing involving consideration of a <u>WSDOT initiated request</u>. <ul style="list-style-type: none"> Also covers involvement in an appeal from a WSDOT or Department of Personnel review of a classification or classification series. State Civil Service exams for WSDOT classifications. Examples are exams for Transportation Engineer 3 and Maintenance Supervisor, and other administrative classifications. <p>Employees should verify eligibility with their supervisor.</p> Department sponsored training. 	<ul style="list-style-type: none"> Interviews by WSDOT employees outside the department. Other licensing exams. <ul style="list-style-type: none"> Preparatory courses for professional licenses and exams. Employee who is an appellant in a position allocation appeal hearing involving consideration of an <u>employee initiated request</u> that conflicts with WSDOT findings. <ul style="list-style-type: none"> Travel expenses are reimbursable if the employee wins the appeal. All other examinations. Travel associated with: <ul style="list-style-type: none"> Fellowship and advanced degree programs; Tuition Reimbursement Program; and Tuition Waiver program

Chapter 10 WSDOT Travel Rules and Procedures***Section 10 - 6 Miscellaneous Travel Expense***

10-6.4

Nov 2, 2006

Non-WSDOT Employee's Interviewing ExpensesOther Rule
Reference(s)

(WSDOT M 3009)

The department may reimburse prospective employees for the cost of travel expenses associated with job interviews for:

- Managerial exempt positions,
- Washington Management Service positions,

And

- Washington General Service engineering related positions.

Before advising candidates, who are interviewing for a position, that they will be reimbursed for allowable travel expenses. Hiring authorities must obtain written approval from

- The organization's executive or designee;
- The WSDOT Office of Human Resources (will obtain approval from Department of Personnel); and
- The Chief of Staff

The written authorization must be attached to the travel voucher.

Detailed procedures for prior authorization to pay interviewing expenses for a non -WSDOT employee are described in the following table:

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 6 Miscellaneous Travel Expense

10-6.4

Nov 2, 2006

Non-WSDOT Employee's Interviewing Expenses (continued)

**Non-WSDOT Employee Interview Expense Authorization
Table 10-6.4
Procedures**

Interviewing Manager	1. Prepares a written request and a Travel Request (TR) Form, DOT 700-006 EF describing the purpose and benefit, and estimated costs to the department for paying the prospective employees' travel expenses.
	2. Forwards written request and TR to organization executive for signature.
Approving Authority or Delegate	3. Reviews written request and TR. Decides risk/benefit for the organization and forwards request to WSDOT Office of Human Resources.
Office of Human Resources	4. Reviews request and forwards request to the Department of Personnel for approval.
Department of Personnel	5. Reviews request and forwards approved request to the WSDOT Office of Human Resources.
	6. Retains copy for files and forwards approved request to Organization Executive or designee.
Office of Human Resources	7. Reviews request and TR for complete cost information and forwards request to Deputy Secretary for Operations for approval.
	8. Reviews and approves request and returns to requesting organization.
Approving Authority or Delegate	9. Forwards approved request and TR to Interviewing Manager
Deputy Secretary for Operations	10. Schedules interviews and processing of travel arrangements and expenses.
Approving Authority or Delegate	Note: Approved request and TR must be attached to the travel expense voucher of interviewee.
	11. When applicable, provide guidance regarding reimbursement process.
Interviewing Manager	

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Chapter 10 WSDOT Travel Rules and Procedures

Section 10-7 Travel Expense Claims - Advances and Travel Expense Voucher

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Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.1 Travel Expense Advances

Nov 2, 2006

Other Rule
Reference (s)

(RCW 43.03.170 -190)
(SAAM 10.80.60)

When it is necessary for an employee to be away from the official station and official residence and to incur reimbursable expenses, employees may request and the department may make an advance to the employee. The following rules apply:

1. The purpose of the advance is to defray the employee's allowable expenses other than personal automobile expenses while traveling on department business. The advance cannot be used for any other purpose.

Items for consideration when issuing an advances are:

- An advance is made for the employee to expend for state purposes only while performing official duties. No advance for any purpose will be considered as a loan to the employee and any unauthorized disbursement of the advance is considered a misappropriation of state funds by the employee concerned;
 - In accordance with RCW 43.03.170, advances for the operation of privately owned vehicles are prohibited;
 - Extra caution should be taken when issuing travel advances to non-permanent employees (e.g., temporary employees);
 - Traveler is prohibited from using a state travel charge card to pay for travel expenses if a travel advance has been issued to cover those expenses;
 - Advances should be eliminated after three months of continuous operation when the employee has had an opportunity to prepare for carrying the financial burden on a regular basis.
2. Subsequent advances will not be issued until prior advances have been cleared.
 3. Encourage travelers to apply for the state sponsored travel charge card. Details regarding the advantages of the state travel card system can be obtained from the region and division financial offices or the organization's travel coordinator. Temporary employees are excluded.
 4. Use DOT Form 133-102, "Travel Expense Advance" (Appendix Q). Advances will not be granted for travel involving only one overnight stay. The travel administrator on a case-by case basis may grant exceptions
 5. The normal advance will be the total projected reimbursable subsistence and lodging expenses less \$40.00 for a period not to exceed thirty (30) calendar days or \$2,400.00. If the net result is under \$40.00, no advance will be made.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.1

Nov 2, 2006

Travel Expense Advances (continued)

6. Accounting for Advances
 - Advances are to be issued only through the Olympia Service Center, Washington State Ferries, or the Regional Financial Services Office.
 - Employees requiring an advance should make a reasonable effort to make the request at the earliest possible time (two weeks prior to departure) so that the voucher/warrant process is used.
 - Travel advances will be accounted for by the 10th of the month following the month the advance was issued or the month containing the travel period. The employee is responsible for returning to the department any unexpended portion of the advance promptly after completion of the travel period for which the advance was made.
7. Repayment of the Advance by the Traveler
 - When a traveler fails repay an advance, the full-unpaid amount shall become immediately due and payable with interest of ten (10) percent per annum from date of default until paid.
 - To protect the state from any losses on account of travel advances made, the state has a prior lien against and shall withhold any and all amounts payable or to become payable by the state to such officer or employee up to the amount of such travel advance and interest at a rate of ten percent per annum, until such time as repayment or justification has been made

10-7.2

July 1, 2005

Reimbursement Process - Travel Expense Voucher -

Other Rule

Reference (s)

(SAAM 10.80.20)

(SAAM 10.80.40)

Controls must include the following:

- Travelers shall submit a fully itemized Travel Expense Voucher on one of the following schedules:
 - Weekly; **or**
 - Semi-Monthly; **or**
 - By the 10th of the following month; **or**
 - At the end of a planned trip or travel period; **or**
 - Quarterly (If the amounts are less than \$25 per month)
- The executive or their designee reviews and approves the voucher.
- Detail procedures for completing the Travel Expense Voucher are described in the following table:

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.2
July 1, 2005

Reimbursement Process - Travel Expense Voucher (continued)

Travel Expense Voucher Table 7.2 Procedures	
Traveler	<ol style="list-style-type: none"> Vouchers must be completed in black or blue ink or by using the electronic version, (DOT Form 133-103 EF refer to Appendix Q). Provide traveler information at the level of detail requested on the form. <ul style="list-style-type: none"> Complete: <p>Name, regular scheduled work hours - days [i.e. - (31) 0730-1730 M-Th, 0730-1630 EOF], official station, official residence, address, city, state, zip code, Work Plan/Trip # when required, Last Date of Travel, and Primary Mode of Travel fields.</p> Fill in the space "Month/Day" the date of travel: (i.e. 07/04). Fill in the "Trip" column the location the traveler is going from and to. Fill in time of departure and return, including a.m or p.m. Calculate Meals - Fill in the meal allowance amount that you are entitled to claim. Always be sure to mark the meals, which were furnished, and note under the remarks section. Calculate Lodging - Fill in amount traveler paid including tax or mark and note in remarks section below where lodging was direct billed or not incurred.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.2

July 1, 2005

Reimbursement Process - Travel Expense Voucher (continued)

Travel Expense Voucher Table 7.2 Procedures	
Traveler (continued)	<ul style="list-style-type: none">• Calculate Odometer - Calculate mileage reimbursement in accordance with the rate specified in Schedule A. Traveler may use point-to-point map miles based on the department's official Highway Map or actual odometer readings.<ul style="list-style-type: none">– If point-to-point map miles are used, this is to be noted on in the "Remarks Section" of the Travel Expense Voucher.– Vicinity miles must be substantiated using odometer readings, and the specifics about where the traveler is going and for what purpose must be noted in the "Purpose of Trip" column.– Attach Internet mileage guide (such as Map Quest, if one was used)• Describe in the "PURPOSE OF TRIP" column, the purpose of the trip. There should be enough detail to document that the travel was essential to carry out the necessary work for the department.• Complete "Remarks Section" if additional explanation is needed to calculate travel reimbursement. <p>Examples of travel activities requiring additional explanation (but not limited to):</p> <ol style="list-style-type: none">a. Two or more employees travel together in the same car (naming the employee(s), date of travel and the travel destination;b. Authorization to travel was granted by an organization work plan (requires work plan reference number);c. Reimbursement is for out-of-state or out-of-country travel (requires work plan or trip number);d. Vicinity miles;e. Lodging was paid by direct bill; andf. Other explanation for substantiation of reimbursement.



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.2

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Reimbursement Process - Travel Expense Voucher (continued)

Travel Expense Voucher Table 7.2 Procedures	
Traveler (continued)	<ul style="list-style-type: none"> • Attach any commercial lodging receipts when required. Except for daily per-diem payments made to members of Boards, Councils, Commissions, or Committees refer to Section 8. • Claim reimbursement for Registration Fees by recording the amount on Travel Expense Voucher under block captioned "Detail of Other Expenses" and on the appropriate date line under column captions "Other per Detail." Attach supporting documentation to the Travel Expense Voucher. • Attach receipts for allowable miscellaneous expenses (official state business) for amounts in excess of \$50 (per event-or total number of days - ex: three days in travel status), plus any applicable tax. • Receipts are not required for the following items, but should be provided when available: <ul style="list-style-type: none"> – Transit fares, ferry fares, bridge and road tolls; – Taxi and limousine fares when necessary and on official state business; – Telephone calls where it is necessary to use a coin box or where telephone calls cannot be charged (Refer to section 10- 6.2 for additional information); – Laundry coin box when services are performed by the employee and receipts are not provided; and – Day parking fees (per event or total number of days expense are incurred) under \$50 of travel when receipts are not provided. • <u>Record</u> these expenses under block captioned "Detail of Other Expenses" and on the appropriate date line under the column caption "Other per Detail."



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.2

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Reimbursement Process - Travel Expense Voucher

(continued)

Travel Expense Voucher Table 7.2 Procedures

Traveler (continued)

- Claim for actual cost of laundry and/or dry cleaning expenses may be reimbursed for travelers in continuous travel status for five (5) or more days. Use of a coin-operated laundromat is allowable. If a receipt for a coin-operated laundromat is not available, the traveler may claim actual expenses up to \$50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher.
 - Complete the "Account Code" section.
 - Sign the Travel Expense Voucher in black or blue ink.
3. When receipts are lost or not available, provide a statement of explanation and note in the "Remarks" section on the Travel Expense Voucher.
- For example:
- Transit fares, bridge and road tolls, taxi and limousine fares when a receipt cannot be obtained.
 - Telephone calls when it is necessary to use a coin box telephone or where the telephone call cannot be charged to the traveler's office telephone extension.
4. Submit the Travel Expense Voucher to the appropriate approving authority for review and signature.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.2
July 1, 2005

Reimbursement Process - Travel Expense Voucher (continued)

Travel Expense Voucher Table 7.2 Procedures	
Approving Authority	<ol style="list-style-type: none"> 1. Review expenses claimed by employee on Travel Expense Voucher for compliance with travel rules. 2. Signify approval of expenses claimed by signing in block captioned "Approving Authority". 3. Forward Travel Expense Voucher and all supporting documentation to the appropriate financial office.
Financial Office	<ol style="list-style-type: none"> 1. Audit Travel Expense Voucher for accuracy. (If need be, return Travel Expense Voucher to traveler for clarification or correction). 2. Process payment voucher for traveler. (Payment Vouchers are to be processed for payment no later than ten (10) working days after the receipt of a <u>properly completed, signed</u> and approved Travel Expense Voucher). 3. Forward a copy of payment vouchers for relocation expenses to HQ Accounting Services, Payroll.
Department's Chief Financial Officer	<ol style="list-style-type: none"> 1. Signs Travel Voucher of Secretary of Transportation <p>The Secretary of Transportation is to be reimbursed for travel expenditures only after both he/she and the department's chief financial officer (Assistant Secretary for Finance and Administration Service Center) have signed the Secretary of Transportation's Travel Expense Voucher certifying travel expense voucher is in compliance with state travel policy. When the chief financial officer is not available, the Chief of Accounting Services may sign the voucher. The chief financial officer's signature does not relieve any responsibility from the Secretary of Transportation for any fraudulent action related to travel reimbursement.</p>

Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.3 July 1, 2005 Other Rule Reference (s) (SAAM 10.80.50)	<h4>Miscellaneous Expenses Exceeding \$50 -</h4> <p>The travel expense voucher is NOT to include expenses for miscellaneous materials and supplies exceeding \$50, plus applicable tax. Such items are to be purchased in accordance with M-72-80, Purchasing Manual requirements and taken along on the trip.</p> <p><u>If it is necessary to purchase unanticipated materials and supplies while traveling, reimbursement should be requested on an invoice voucher (DOT Form 134-139 EF).</u></p>
10-7.4 July 1, 2005 Other Rule Reference (s) (SAAM 10.80.70)	<h4>Internal Revenue Service Regulations Affecting Travel Advances and Related Travel Expenses</h4> <p>The Federal Internal Revenue Service (IRS) has implemented tax rules affecting travel advances. The IRS requires travelers receiving travel advances to substantiate their travel expenses by submitting a travel expense voucher and to return to their employer any unspent portions of the travel advance within a reasonable time period (60 days from the end of the travel for which the advance was issued). <u>If the traveler does not substantiate the travel expenses, the traveler's employer is required to report the amount of the travel advance as income in Box 1 of Form W-2. This payment is subject to applicable payroll withholding taxes.</u></p> <p>For purposes of state travel regulations the traveler must meet the following timeliness criteria:</p> <ul style="list-style-type: none"> • If a traveler substantiates a travel expense in accordance with state travel regulations on a state Travel Expense Voucher within sixty (60) days following receipt of the advance, the traveler will have met the reasonable time period requirement. <u>The travel expenses the traveler incurred will not be considered income.</u> • If a traveler returns to the employer any unspent portion of a travel advance within 120 days after incurring a travel expense related to the travel advance, the traveler will have met the reasonable time period requirement. <u>When this occurs, the unspent portion of the travel advance will not be considered income.</u>



Chapter 10 WSDOT Travel Rules and Procedures

Section 10 - 7 Travel Expense Claims - Advances and Travel Expense Voucher

10-7.4

July 1, 2005

Internal Revenue Service Regulations Affecting Travel Advances and Related Travel Expenses (continued)

When a traveler fails to meet either of the timeliness criteria stated in the paragraph above, the department is required to consider the unsubstantiated travel expense and the unspent portion of the travel advance as income and must deduct the applicable payroll withholding taxes from the travelers next semi-monthly earnings.

The department's TRAINS Accounting System provides reporting to the Financial Offices for tracking the timeliness criteria in order to comply with this IRS regulation. (Refer to *IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses and Appendix I for additional information*).

End

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-8 Boards, Commissions, or Committees**

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Chapter 10 WSDOT Travel Rules and Procedures

Section 10-8 Boards, Commissions, or Committees

10-8.1

July 1, 2005
Other Rule
Reference(s)

(SAAM 10.70.10)

Types of Boards, Commissions, or Committees

There are two general categories of Boards, Commissions, or Committees:

- Advisory, coordinating, or planning capacity;

And

- Rule making capacity.
 - For example, the Transportation Commission is established as a Class Four Board per RCW 43.03.250.
 - Freight Mobility Strategic Investment Board is established as a rule making board per RCW 47.06A.030

Reimbursement for travel expenses is dependent upon the type of board, commission, or committee that members are assigned to and the payment option selected.

10-8.2

July 1, 2005

Other Rule
Reference(s)

(SAAM 10.70.20.a)
(SAAM 10.70.20.b)

Meal and Lodging Reimbursement for Members Serving in an Advisory, Coordinating, Planning or Rule Making Capacity

This subsection addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in an advisory, coordinating, or planning capacity. This encompasses individuals serving on:

- A Class One board, commission, or committee as established in RCW 43.03.220; and
- Others - Any part-time board, commission, council, committee, or other group of similar nature not covered by RCW 43.03.220 but established by the executive, legislative, or judicial branch to participate in department business in primarily an advisory, coordinating, or planning capacity.

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Section 10-8 Boards, Commissions, or Committees

10-8.2

July 1, 2005

Meal and Lodging Reimbursement for Members Serving in an Advisory, Coordinating, Planning or Rule Making Capacity (continued)

Except as otherwise provided by law, all members serving in an advisory, coordinating, or planning capacity (class one or others), if entitled to reimbursement of travel expenses, are to be reimbursed for meals and lodging at the state rates as identified in Schedule A, B, and C. Members attending meetings and performing other official business are considered to be in travel status and the three-hour rule and official station rule does not apply. Exception to the Maximum Allowable Lodging Amounts may not be used in cases where individuals paid under this option are attending board meetings.

Appointment and/or agreement letters should be on file with the participating organization.

10-8.3

July 1, 2005

Other Rule

Reference(s)

(SAAM 10.70.30.a)

(SAAM 10.70.30.b)

Meal and Lodging Reimbursement for Members Serving in a Rule Making Capacity

This subsection addresses reimbursement for those persons appointed to serve on any state board, commission, or committee in a rule making capacity.

- For Example: The Transportation Commission is reimbursed as a rule-making member.

Except as noted in SAAM Section 10.70, Transportation Commission members will follow the rules detailed in Appendix O, Chapter 10 of the WSDOT Accounting Manual.

Individuals serving on either a Class Two, Three, Four, or Five board, commission, council, or committee are to be reimbursed allowable meal and lodging expenses on the same basis, and under the same regulations, as regular state officials and employees, unless specifically provided otherwise in statute.

Chapter 10 WSDOT Travel Rules and Procedures

Section 10-8 Boards, Commissions, or Committees

10-8.3

July 1, 2005

Meal and Lodging Reimbursement for Members Serving in a Rule Making Capacity (continued)

All members, if entitled to reimbursement of travel expenses, are to be reimbursed using the state rates as identified in Schedule A, B, and C. Members attending meetings and performing other official business are considered to be in travel status and the three-hour rule and official station rule does not apply. Reimbursement is to be claimed on a Travel Expense Voucher (DOT Form 133-103 EF). Exception to the Maximum Allowable Lodging Amounts may not be used in cases where individuals paid under this option are attending board meetings.

Appointment and/or agreement letters should be on file with participating organization.

10-8.4

July 1, 2005

Coffee and light refreshments

Other Rule
Reference(s)
(SAAM 10.70.70)

All legally authorized boards, commissions, or committees may provide coffee and/or light refreshments at their official public meetings (including executive sessions).



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Section 10-9 Relocation Assistance

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Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Section 10-9 Relocation Assistance

10-9.0

July 1, 2005

Introduction

There are three pieces to the relocation assistance offer. They are:

1. The actual household move, governed by Chapter 11 of the Purchasing Manual.
2. The lump sum offer, governed by the Human Resource Desk Manual
3. The per diem assistance for up to 120 days with all the proper approvals governed by this chapter or the Accounting Manual.

All parts of the relocation assistance are negotiable, but must be agreed to in advance. Written signed documentation is required. Relocation assistance involves a tax liability to the employee being moved. The employee is strongly encouraged to consult a qualified tax advisor.

10-9.1

July 1, 2005

Reimbursable Relocation Assistance

Other Rule
Reference(s)

(RCW 43.03.110-120)
(WSDOT M 72.80,
Purchasing Manual,
Chapter 11, WSDOT
Moving Guide)
(WSDOT M 3009)

The WSDOT Moving Guide (Chapter 11 of the Purchasing Manual) focuses on rules and procedures that govern the physical move of the new employee. Newly hired employees qualifying for this relocation assistance should work through the WSDOT OSC Purchasing Office to ensure that the move is accomplished with a minimum of personal and financial inconvenience. Approving authorities are responsible for establishing effective organization controls.

Controls must include the following:

1. The decision to offer relocation compensation to a candidate, and the specific entitlements, must be approved in advance.
 - WSDOT employees who have accepted a position in another geographic area - approved by the executive in the receiving organization.
 - “Open Competitive and Out of State Candidates” - the executive must seek approval from DOP before offering to pay for relocation expenses. Such requests should be routed through WSDOT’s Human Resource Director.
2. For per diem allowances, the employee should work through the organization Travel Coordinator and Financial Services office to assure adherence to the rules governing per diem entitlements.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-9 Relocation Assistance**

10-9.1

July 1, 2005

Reimbursable Relocation Assistance (continued)

3. The department may pay the moving costs of transferred or qualified new employees in the following situations:
 - Departmental (transferred) employees moving expenses may be paid when:
 - A department employee (excluding new hires) is to be relocated to a new permanent duty station at the request of the department; and
 - Transferred employees may be paid a per diem allowance, in accordance with current travel procedures, during the relocation period. Per Diem expenses are not authorized for the employee's family.

The department may pay:

- A mileage allowance, at the current rate to drive or transport up to two personal motor vehicles from one official residence to another, for a one time, one way trip;
- Purchase common carrier transportation for a new or transferred employee, his/her spouse, and their dependents from the employee's former residence to their new official station/residence; and
- Authorized household moving expenses (Refer to Chapter 11 in Purchasing Manual.)

Note: All costs for relocation expenses are charged to the Relocation Object Account GD 02 including amounts for meals and lodging.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-9 Relocation Assistance**

10-9.1

July 1, 2005

Reimbursable Relocation Assistance (continued)

- New Hires

The department may pay the moving expenses for qualified new permanent employees who must move to accept state employment, pursuant to mutual agreement with the employee in advance of such employment. No offer or agreement for payment of moving expenses is to be made for a new employee in classified service per RCW 41.06 prior to certification from an eligible register.

Qualified new employees may be paid a per diem allowance, in accordance with current travel procedures, during the relocation period. In addition, the new employee may be paid a mileage allowance, at the current rate, to drive or transport up to two personal motor vehicles from the employee's old residence to the new residence, for a one time, one-way trip. Per diem expenses are not authorized for the new employee's family.

If a new employee terminates or causes termination of his/her employment with the state within one year of the date of employment, the state shall be entitled to reimbursement for the moving costs which have been paid and may withhold such a sum as necessary from any amounts due the employee.

4. Official residence & duty station

The employee's new duty station is considered to be a temporary duty station during their relocation period. This must be stated as such in the appointment letter, reimbursement voucher, and any other documents (Refer Appendix M for a sample letter to the relocated employee).



Chapter 10 WSDOT Travel Rules and Procedures

Section 10-9 Relocation Assistance

10-9.1

July 1, 2005

Reimbursable Relocation Assistance (continued)

5. Relocation time limits

- The relocation period is normally a maximum of 90 calendar days.
- It is expected:
 - That most employees will find permanent housing much sooner than 90 days;
 - That employees are actively seeking housing during this period; and
 - That all personal costs will be borne by the employee

Under very unusual circumstances, the Chief of Staff may authorize payment beyond 90 calendar days. Normally up to a total of 120 days. This authority may not be delegated.

In all cases, reimbursement ends no later than the day following arrival of the major portion of household goods. Example: Most of the household goods arrive on May 10th. Reimbursement for lodging covers the night of May 10th. Meal reimbursement will be covered through May 11th.

10-9.2

July 1, 2007

Reimbursable Benefits

Other Rule
Reference(s)

Reimbursement benefits may include:

(RCW 43.03.110)
(SAAM 60.20.10)
(WSDOT M 72.80)
(WSDOT M 3009)

1. The cost of moving a single shipment of household goods not exceeding 16,000 pounds. Refer to Chapter 11 of the Purchasing Manual for details on reimbursement for household goods moving expenses.
2. A lump sum relocation compensation payment (Refer to M3009 for detailed instructions)
3. Per Diem allowance at the new location for up to 120 days. First 90 days is under the control of the appointing authority. Any time beyond that is under the control of the Chief of Staff.

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Reimbursement benefits - (continued)

4. The following benefits may be authorized while seeking a new residence:
 - Mileage (for moving up to two vehicles from the old location to the new location; and reasonable mileage while looking for a residence in lieu of lodging);
 - Subsistence; and
 - Lodging - if the new duty station is 50 or more miles from the previous official duty station or official residence, whichever is closer; and
 - Basic add-on expenses such as utilities and water will be reimbursed. Other discretionary luxuries such as (but not limited to) telephones, cable TV, VCR's will NOT be reimbursed.
5. Commute mileage - Employees may elect to commute from the previous official residence rather than stay in a motel at the new location. A cost benefit analysis (Worksheet - Least Cost Benefit Analysis or a Department Memorandum) must be approved in writing by the hiring organization and attached to the travel expense voucher.

The maximum reimbursement in this situation is the **lesser** of either:

- The travel expense incurred by returning to the former official residence;
- Or**
- The amount, which would have been allowed, had the employee purchased meals and lodging near the new work location.

An employee may be reimbursed for lodging on a weekly or monthly basis subject to the limitations stated in Subsection 10-4. The maximum reimbursement is limited by the daily rate times the number of days being claimed.

Chapter 10 WSDOT Travel Rules and Procedures**Section 10-9 Relocation Assistance**

10-9.3 Federal tax liabilities

July 1, 2005

Other Rule

Reference(s)

(SAAM 60.30.30)

Relocation reimbursement is considered taxable income in most federal income tax and social security situations. All relocating employees are to be advised that it is their responsibility to determine the impact of relocation reimbursement upon their tax liability.

The receiving Approving Authority (or delegate) is responsible for advising the relocating employee in writing of these provisions (Refer to Appendix M for an illustrative example and Appendix O for a listing of IRS publications).

10-9.4 Reimbursement process for relocation expenses -

July 1, 2005

Other Rule

Reference(s)

(RCW 43.03.110)

When requesting reimbursement use a Travel Voucher form (DOT Form 133-103 EF) to claim relocation expenses:

- Identify the relocation claim by completing "Relocation from ____ to ____" in the upper right hand corner of the voucher;
- Charge **all** relocation expenses to the Relocation Object Account GD02; and
- DO NOT mix relocation expenses with daily business travel. A separate Travel Voucher form must be used to claim job related travel expenses, as they occur.

END

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

July 1, 2007

150% RULE - Procedure for reimbursing the traveler for more than the standard maximum lodging amount under certain circumstances. The amount shall not exceed 150% of the applicable maximum per diem rates set by OFM (Schedules A, B, and C).

ADA - An acronym for the Americans with Disabilities Act of 1990. ADA was enacted in 1990 to ensure persons with vision or hearing impairments are provided an effective alternative means of communication concerning department activities and programs. As well as, ensure persons with disabilities are being provided reasonable accommodations and/or are not being subjected to discrimination under any of its programs, services, or activities.

ADVANTAGEOUS TO STATE - Direct non-financial, work related benefits accruing to the state (department), including such issues as safety considerations, employee health concerns, and efficient and effective program accomplishments.

AGREEMENT (Letter/Formal) - a legal and binding contract between WSDOT and another party that includes an offer and an acceptance and/or represents an amount of money. The details of an agreement are included in the document and must comply with applicable local ordinances, state law, federal regulations, and department policy.

APPROVE - To confirm or reconfirm an action, normally in writing.

APPROVING AUTHORITY - The Secretary of Transportation, and/or authorized designees (Deputy Secretary for Operations, Deputy Secretary for Policy, Department Chief Counsel, Assistant Secretaries, Regional Administrators, Modal Directors and/or their designees). The Approving Authorities control and administer the official travel of department employees under their jurisdiction. Written information on delegations must be on file with OSC, Accounting Services and updated as necessary.

AUTHORIZE - To give official approval or permission for travel plans, normally prior to travel.

AUTHORIZED PASSENGER - those passengers specifically approved by the department head or designee in the performance of official state business, and include, but is not limited to, the transport of others who are not WSDOT employees but who, in the course of providing services to the department, are authorized to travel as part of department business.

BRIEF PHONE CALL - A brief telephone call home to inform of changes in travel plans only. Call should last no more than 2 - 3 minutes, covering the notification of changes in return time, day, method of transport or hotel accommodations, etc. and a phone number where the traveler can be reached. Exceptions may be approved on a case by case basis with proper supporting documentation.

BRITISH COLUMBIA (Canada)- A province of southwestern Canada. However, with respect to the requirement for prior authorization of out-of-country travel, this province will be recognized as out-of-state travel and will not require the Office of the Governor's approval.

CLASSES OF BOARDS - Those individuals who have been appointed to serve on a department board, commission, or committee (advisory or rule making). As provided in law the Revised Code of Washington (RCWs), each board, commission, or committee has been classified into five general categories. Transportation and other travel expenses should be paid as established in the RCWs and in the same manner as state officials and state employees.

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

July 1, 2007

COFFEE - For rule and regulation purposes: Any nonalcoholic beverage, such as coffee, tea, soft drinks, juice, or milk. Costs for coffee must be reasonable and prudent.

COMMERCIAL FACILITY - A business, non-profit, or governmental entity selling lodging accommodations for a fee to travelers, may include a motel, hotel, bed and breakfast, rented furnished house or rented furnished apartment with rent paid on a daily basis or prorated on a weekly or monthly basis.

COMMUTING - Travel by an employee between his or her official residence or other domicile and the employee's official duty station or other place of work (includes tele-work site).

CONTIGUOUS CITIES - A city in a contiguous county whose city limits cross over into a non contiguous county (Example: Portland, Oregon)

CONTIGUOUS COUNTY - A county that shares a border line with Washington State. Contiguous Counties are designated on the Washington State Per Diem Map. Exceptions for other nearby counties have been requested and approved by the Office of Financial Management. These exceptions are also found on the Washington State Per Diem Map. New nearby exceptions must be requested and approved in writing through the Deputy Secretary for Operations Office.

COST BENEFIT ANALYSIS - A decision-making approach for evaluating the benefits of travel for the department. Cost benefit analysis attempts to include in the calculations estimates of both primary and secondary costs and information concerning the business benefits to the department (refer to Cost Benefit Analysis Worksheet Form, EF 06-00).

CTA - The Department of General Administration administers contract awards for airline and car rental purchases (the state's Travel Charge Card Program). For the airline contract, the vendor receiving the award has assigned each agency a Central Travel Account (CTA) number. This number is used in controlling purchases and payment of airline travel.

DESIGNEES - A person(s) designated by an Executive and/or their designee to administer official travel for the department to an employee under their jurisdiction. Written information on delegations must be on file with OSC, Accounting Services and updated as necessary.

DIRECT REPORTS - The position, which is identified by an Executive and/or their designee to take authoritative charge of administering the official travel of department employees under their jurisdiction. Positions usually report directly to an Assistant Secretary, Regional Administrator, Modal Director, or others who report directly to the Office of the Secretary. This person has the responsibility of managing a major organizational unit, usually at the four (4)-digit organization code level.

ECONOMICAL TO STATE - Direct financial, work related costs that occur at the least cost to the department, and which the department is responsible to pay.

EMPLOYEE REGULAR WORK STATION - the building where the employee is located or the location where the employee reports to pick up their assignments on a permanent basis.

ENTITLEMENT - A cost or indirect benefit, which, under state law, must be provided to all eligible employees, contractors, or non-state employees (those who in the course of providing services to the department are authorized to travel).

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

July 1, 2007

EXCEPTION TO THE 150% RULE - Procedure for reimbursing the traveler for actual costs when actual costs exceed 150% of the applicable maximum per diem rates set by the OFM (Schedules A, B, and C).

EXCEPTIONAL CONDITIONS - Exists when the applicable maximum per diem rate is inadequate. The department decides what may be approved as reimbursement of appropriate expenses incurred for occasional meals or lodging that are determined to be necessary and justified by the circumstances involved (also refer to Exception To The 150% Rule).

FREQUENT TRAVEL - Travel occurring often or at close intervals.

INCIDENTAL EXPENSES - An allowance for incidental expenses is included within the daily subsistence rates for the area of travel. Examples are: fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, and other personal services performed. This is not considered a miscellaneous expense.

IN-STATE TRAVEL - Travel within the state of Washington. (Some out-of-state locations are considered in-state for approval purposes. For payment purposes these locations must be coded as out-of-state travel).

INTEGRAL PART OF THE MEETING - An activity or time allocation within a meeting that is essential to the completeness/performance of official state business at the meeting.

LATE NIGHT/EARLY MORNING BUSINESS - Refers to the time window between the close of official business on one day and the start of official business on the next day and includes any type of official business for the department, including work being done by traveling crews. For purposes of health, safety, and welfare of department employees, the department has determined that an 11-hour window is necessary between the close of work on one day and the start of work on the next.

LIGHT REFRESHMENT - For rule and regulation purposes: An edible item that may be served between meals but does not replace a meal (i.e.: doughnuts, sweet rolls, fruit, cheese, etc.). Costs for light refreshments must be reasonable and prudent.

MAXIMUM LODGING AMOUNT - Based on Federal lodging allowances (excludes room tax), which historically have been adopted by OFM on a delayed basis. The lodging industry generally revises its governmental lodging rates to reflect the timing of the federal allowances. If travelers are having difficulty obtaining lodging at the rates established, then they should work through their organization's Travel Coordinator to obtain an exception (e.g. 150% rule or actual cost).

MEAL PERIOD - The state requires each department to determine meal periods for travel. The department has determined that breakfast period is the hour beginning an hour and half (1½) before the traveler's shift starts. The lunch period is at the midpoint of the travelers shift and lasts for either one half hour or hour depending on the daily scheduled work hour. Dinner is the hour beginning a half hour after a regular shift ends.

MEETING vs. Conference/Seminar vs. Workshop

Meeting - A group of employees who come together to discuss selected department and/or organization issues.

Conference/Seminar - A group who meet on a non-routine basis for training or an exchange of ideas in a specialized field or area.

Workshop - A group who meet routinely for training in a specialized field or area.

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July 1, 2007

NORMAL RETURN NIGHT - The anticipated day/night a trip is expected to end, and the traveler returns to the official station or residence.

OFFICIAL RESIDENCE - The city, town, or other location where a state official or employee maintains a residence, which is used as their primary domicile. Determinations by the department head or authorized designee regarding a state official or employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of personal residence, and the permanent address carried in the department official or employee's personnel or other file.

OFFICIAL STATE BUSINESS - Business performed by a traveler which is necessary and beneficial to the department.

OFFICIAL STATION - The city, town, or other location where the employee's office is located or location where the employee's work is performed on a permanent basis and is designated as such by the approving authority. For purpose of this chapter - Olympia, Tumwater, and Lacey are considered to be the same official station.

ORIGINAL RECEIPT - The document provided by the vendor to the traveler which lists the item(s) purchased, the amounts(s) paid, and other relevant data such as vendor name, transaction date, method of payment, etc.

OUT-OF-COUNTRY - Travel anywhere outside the borders of the Continental USA., Alaska, and British Columbia, Canada are considered out-of-country travel and requires approval of the Office of the Governor..

OUT-OF-STATE TRAVEL - Travel anywhere outside the borders of the state of Washington. Some out-of-state locations are considered in-state for approval purposes. (For payment purposes, any travel outside of Washington is coded as out-of-state travel).

PER DIEM EXPENSES - Daily costs that include payments for lodging and meal expenses while in travel status. Rates follow OFM Schedules A, B, and C.

PERMANENT DUTY STATION - The location or building where an employee regularly reports to receive work assignments.

PERSONAL TRAVEL PLANS - Travel plans made in conjunction with official department travel.

PERSONAL PREFERENCE - Travel plans that meet the preference of the employee for the mode of travel, subsistence, lodging, and other travel related costs. Indirect routes, delays, or excessive costs for luxury accommodations unnecessary or unjustified to perform official department business travel are the responsibility of the traveler.

PORTLAND - For purpose of this chapter, Portland, Oregon, is considered to be the greater metropolitan area. For payment purposes travel to Portland is coded as out-of-state travel.

P0V - Privately owned vehicle.

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

July 1, 2007

REASONABLE ACCOMMODATIONS - An arrangement or modification that allows a person with disabilities to perform the essential job tasks for which they are otherwise qualified.

REASONABLE AND PRUDENT - **Reasonable:** 1) Sensible; 2) Rational; 3) Judicious
Prudent: 1) Careful; 2) Cautious; 3) Discreet

REGULARLY SCHEDULED WORKING HOURS – On a daily basis the time an employee normally starts and ends their workday. The specific hours of an employee's workweek that an employee is scheduled to work. (Examples: 40-hour, 4-10 hours, etc.)

REGULAR PLACE OF WORK – The building where and employee normally performs his/her assigned tasks.

REGULAR WORK SITE - The specific location within the building (desk, office, work area) where a state employee or official normally performs his or her department business or where the employee reports to pick up their assignments. This excludes meeting and conference rooms.

SAAM - State Administrative and Accounting Manual

SPECIAL EVENTS -

Light Refreshments - Special situations or occasions, as determined by the Secretary's Office, or the Executive designee. This authority is NOT intended for use with the normal daily business of employees or officials.

150% Rule - Under certain conditions when department employees attend an event hosted by a non-state sponsor the maximum allowable lodging amounts may not be adequate and the department head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem amounts.

State Sponsored Events - When sponsoring a meeting, conference, convention, or training session for state employees, the department may increase the lodging reimbursements up to 125% of the maximum allowable lodging rates.

SUBSISTENCE - Meal allowance rate, which includes meals, tips, and any applicable taxes.

TELE-WORK SITE - A location where an employee performs their official functions. (Tele-work site is different than the regular place of work site.)

TEMPORARY DUTY ASSIGNMENT - A change of employees' duties for a specific period of time.

TEMPORARY DUTY STATION - A fixed location where an employee has been temporarily assigned to work for a specific period of time, which corresponds, to official station. Assignment is normally less than one year. (Does not include tele-work site.)

TEMPORARY MEDICAL CONDITION - A health condition, which is brief in nature.

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX A

GLOSSARY

July 1, 2007

TEMPORARY WORK LOCATION - A location where an employee's work is performed on a temporary basis, which corresponds to employee's regular workstation. The employee's day-to-day supervision is still received from employee's regular place of work (home office).

TEMPORARY WORK SITE - The physical location where an employee's work is performed. For example, a control station or milepost number, which corresponds to regular work site.

TRANSPORTATION EXPENSES - Costs covering: a) Travel by commercial carriers such as bus, train, ship and airplane; b) Travel by privately owned (or supplied) motor vehicles such as cars, motorcycles, vans, or trucks; c) Travel by department-rented motor vehicles, e.g., Budget Rent-a-Car; or d) A combination of a, b, and/or c.

TRAVEL - Performance of authorized state business in a location away from the official duty station and residence.

TRAVEL EXPENSE VOUCHER - The form which is used to substantiate and/or authorize payment of travel costs for state employees. This form may also be used to substantiate and/or authorize payment of travel costs for non-state employees such as: Prospective employees: individuals who serve on boards, commissions, councils, committees, and task forces; volunteers; and other individuals who are authorized to receive travel expense reimbursement. When a vendor relationship exists, this form is used by the traveler to substantiate travel costs and all vendor receipts must be attached to an invoice voucher to authorize payment.

TRAVEL STATUS - Term used when referring to an individual when away from both their official residence and the official station while on approved departmental business. This does not include commuting between the individual's official station or tele-work site and official residence. Some collective bargaining agreements may have additional requirements.

TRAVELER - Any person in travel status while on official state business.

UN-AUTHORIZED PASSENGER - those passengers not specifically approved by an agency head or designee in the performance of official state business, and include, but are not limited to, the transport of family members, relatives, friends, or pets for any personal activities.

WORK SHIFT - The period of daily scheduled hour that normally comprise a 40-hour workweek. For example 8 AM to 5 PM five days a week or four ten hour days 7 AM to 4 PM four days a week or some other schedule which may comprise of an alternating daily schedule over and 80 to 88 hours in a period of two weeks.

Chapter 10 WSDOT Travel Rules and Procedures APPENDIX B

Collective Bargaining

COLLECTIVE BARGAINING AGREEMENT SCHEDULE				
1999 - 2001 BIENNIUM				
CONTRACT TERM DATE	Collective Bargaining Union - Association		Chapter 10 / Union Policy Travel References	
November 1, 1997 - October 31, 2000	Article 13.1 of the Engineering Agreement With Local 17, Engineering Technician and Engineering Services Bargaining Units		VI.6a.	Y
September 1, 1992 - August 31, 2000	Article 12.1 of the Right of Way Agreement With Local 17, Right of Way Bargaining Unit		VI.6b.	Y
April 1, 1996 - March 31, 2001	Article 13.1 of the Highway Maintenance Agreement With Council 28, Washington Federation of State Employees, Highway Maintenance Bargaining Unit		VI.6c.	Y
July 1, 1999 - June 30, 2001	Article XVI of 1989-1991 Agreement by and Between Washington State		VI.6d.	Y
July 1, 1999 - June 30,	Agreement between Washington State Ferries and Office and Professional Employees International Union Local No 8, AFL-CIO		VI.6e.	Y
July 1, 1999 - June 30, 2001	Article XVI of the 1989-1991 Agreement by and Between Washington State Ferries Operated by the Washington State Department of Transportation and International Brotherhood Electrical Workers, Local 46; International Association of Machinists and Aerospace Workers, Local 79; United Brotherhood of Carpenters and Joiners of America, Local 1184 Sheet Metal Workers International Association Local 66 International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, Locals 117 and 174; and International Brotherhood of Boilermakers, Iron Shipbuilders, Blacksmiths, Forgers, and Helpers, Local 104 and United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, Local 32		VI.6f.	Y
July 1, 1999 - June 2001	Rule 10A of the 1989-1991 Agreement for Unlicensed Engineer Employees by and Between National Marine Engineers Beneficial Association, District 1 - Marine Engineers Beneficial Association/National Maritime Union (AFL-CIO) and Washington State Ferries, Operated by Washington State Department of Transportation		VI.6g	Y
July 1, 1999 - June 2001	Section 12 of the 1989-1991 Agreement for Licensed Engineer Officials by and Between National Marine Engineers Beneficial Association, District 1 - Marine Engineers Beneficial Association/National Maritime Union (AFL-CIO) and WSF, Operated by WSDOT		VI.6h.	Y
July 1, 1999 - June 30, 2001	International Organization of Masters, Mates, and Pilots Union/WSF Contract Extension and Economic Adjustment Agreement for the 1991-1993 Biennium		VII.	Y
July 1, 1997 - June 30, 1999 (Extended)	The Inlandboatmen'w Union of the Pacific, Puget Sound Region, and National Office/WSF Contract Extension & Economic Adjustment Agreement for the 1991-1993 Biennium		Xa.	Y
July 1999 - June 2001	Service Employees International Union, Local NO. 6		N/A	N

To be published later

** Current contract term dates and policy references are available on line through an internet link on the Olympia Service Center's Accounting Services Web Site:
o http://wwwi.wsdot.wa.gov/FASC/Accounting/Accounting_Systems/travel.htm

Chapter 10 WSDOT Travel Rules and Procedures

Appendix C

Emergency or Disaster Situations

July 1, 2005

Emergency Lodging and Meal Reimbursement

Table 10-2.7

Procedures

When incidents are judged to be an emergency, Regional Administrators, the Directors of Aviation and Ferries may authorize the housing of employees at their official stations for the duration of the emergency.

<u>Action By</u>	<u>Action</u>
Operational Management	<ol style="list-style-type: none"> 1. Requests Declaration of Emergency and obtains oral approval for payment of subsistence and lodging within 50 miles of the official workstation from executive management. 2. Prepares and submits Declaration of Emergency using DOT Form 540-021X and a request for housing employees) for approval to the Regional Administrator, Director for Aviation and/or Ferries or designee. (Refer to the following illustrative example)
Regional Administrator and Directors for Aviation and Ferries, or designee	<ol style="list-style-type: none"> 3. Approves Declaration of Emergency using DOT Form 540-021X, and distribute form per Emergency Response Guide Instructions; and 4. Approves the request to house employees and returns signed copy to Operational Management
Operational Management	<ol style="list-style-type: none"> 5. Provides staff incurring lodging and meal costs a copy of the approved housing request, and forwards a copy to their Regional Financial Services office and HQ, Accounting Services.
Employee	<ol style="list-style-type: none"> 6. Request reimbursement for lodging and/or meal costs incurred. Indicates on the travel expense voucher that costs are required to comply with an emergency situation. If the 150% rule is used, condition "2" should be cited on the payment voucher. A copy of the housing request and Declaration of Emergency approving the emergency are to be attached to the travel expense voucher. All costs are charged to Object ER 98.

Note: The Internal Revenue Services (IRS) has determined that under non re-occurring, emergency circumstances, when the employer requires the employee to remain at or near the place of employment and they are unable to return home, the cost of meals and lodging will be without any tax effect on the employee.

Chapter 10 WSDOT Travel Rules and Procedures

Appendix C **Emergency or Disaster Situations**

July 1, 2005

Request for Housing Employee(s) during an Emergency

(The following information is obtained from the Declaration of Emergency Form 540-021 EF)

Date of Emergency:**SR:****MP Location/Limited:****County:**

(The following information is provided by the position declaring the emergency)

The following employees must be housed in order to provide the necessary response to the above stated emergency. Authorization to house these employees is requested.

Position (s) Names/Numbers: **[To Be Determined and Attached To Form]****Prepared By:** [requesting individual]**Statement of Work or Tasks covered by Request:**

[Briefly describe the type of work involved in responding to the emergency in the space provided below]

Accommodations/Restrictions:

The person in charge is expected to use good judgment when making decisions regarding the application of this work plan. When possible, all lodging will be direct billed, and any meals provided by the Department on site will be documented. Otherwise, per diem reimbursement will follow WSDOT's Travel Rules and Procedures. Per Diem payments may also be subject to IRS laws and rules.

Note: The participants are authorized to exercise the use of the 150% rule (up to a maximum of \$25.00 per day over the normal lodging rates, citing condition "B" on their Travel Expense Voucher) in the event that the normal maximum lodging amount will not cover the lodging costs.

Request Denied:

Request Approved:

Signature _____
(Operational Manager)
Requestors Signature

Date

Signature _____
(Director, Regional Administrator or Designee)
Authorizing Signature

Date

Chapter 10 WSDOT Travel Rules and Procedures

Appendix D - TRAVEL RATES

July 1, 2005

Reimbursement rates can be found on the Per Diem Map and Schedules A, B and C

Other Rule Reference(s)	OFM maintains three schedules (described below) that provide lodging, subsistence, and mileage rates for state officials and employees traveling on <u>official state business</u> (RCW 43.03.050).
(SAAM 10.90.10.a)	OFM revises these schedules periodically based upon changes to source documents produced by three separate agencies of the federal government.
(SAAM 10.90.10.b)	
(SAAM 10.90.10.c)	
(SAAM 10.90.10.d)	

TRAVEL RATE INFORMATION:

1. **The Per Diem Map** is included in the paper copy of this chapter. The Per Diem Map and all rate schedules can be accessed at Web Site:

<http://wwwi.wsdot.wa.gov/fasc/accounting/new-travel.htm>

1. **Schedule A: Lodging, Subsistence, And Mileage Rates For The Continental USA (48 Contiguous States and District of Columbia)**
Schedule A is included in this section of the chapter. Use this schedule for lodging and subsistence rates when not traveling to a high cost location. High cost locations are listed in Schedule B

Also included in Schedule A, are rates for Private Car Mileage, Private Aircraft Mileage and Private Motorcycle Mileage.

2. **Schedule B: High Cost Lodging And Subsistence Rates For The Continental USA (48 Contiguous States and District of Columbia)**
Per diem allowances for High Cost Locations are usually revised annually and can be accessed on the Internet at the following address:

([U.S. General Services Administration](#).) Select U.S. Per Diem Rates by state to view rates for the contiguous states. Lodging amounts stated do not include taxes.

The full Schedule B is not included in the paper copy of this chapter. Use Schedule B per diem rates for locations listed on Schedule B. If the travel location is not listed by city or county, use Schedule A, the lodging and subsistence rates for non high-cost areas.

Use the Per Diem map of Washington to find current per diem rates that may be found at the following location.

<http://wwwi.wsdot.wa.gov/fasc/accounting/new-travel.htm>

Chapter 10 WSDOT Travel Rules and Procedures

Appendix D - TRAVEL RATES

July 1, 2005

3. Schedule C: High Cost Lodging and Subsistence Rates for the Non Continental USA and Foreign Locations (includes Alaska, Hawaii, and US Possessions)

Per Diem allowances for foreign locations, Alaska, Hawaii, and US Possessions are revised monthly and can be accessed on the internet site referenced above.

- Select Foreign Per Diem Rates at <http://www.state.gov/m/a/als/prdm/> (rates for Alaska, Hawaii, and US Possessions follow the foreign rates). The lodging amounts stated here include all taxes.

Schedule C is not included in the paper copy of this manual. Uses Schedule C per diem rates foreign travel and travel to Alaska, Hawaii, and other US Possessions.

The foreign rates need to be adjusted in the following manner:

- Divide the total per diem amount by 1.1. This removes the additional amount included for laundry and dry cleaning, which we pay for as evidenced by a receipt. This total is the adjusted daily per diem amount.
- Subtract the lodging amount from the adjusted daily per diem amount to arrive at the meal allowance amount for the listed location and round this amount to the nearest whole dollar amount.
- Compute the individual meal rates by multiplying the daily meal allowance rate by 25% for Breakfast, 30% for Lunch, and 45% for Dinner. Round these amounts to the nearest whole dollar amount and stay within the meal allowance rate arrived at above.

Example.

Traveler is going to foreign location "Q" the total daily per diem rate is listed as \$126. Divide 126 by 1.1 arriving at \$114.55. Subtract out the lodging amount of \$84. This leaves the meal allowance amount of \$30.55. Round this to \$31. Now to find the individual meal rates multiply \$31 by 25% for Breakfast, 30% for Lunch, and 45% for Dinner.

25% times 31 equals \$ 7.75 - This amount would round to \$ 8.00
30% times 31 equals \$ 9.30 - This amount would round to \$ 9.00
45% times 31 equals \$13.95 - This amount would round to \$14.00

Thus, the total stays within the \$31 arrived at above. The total adjusted per diem amount would now be \$84 plus \$31 for \$ 115.

Chapter 10 WSDOT Travel Rules and Procedures

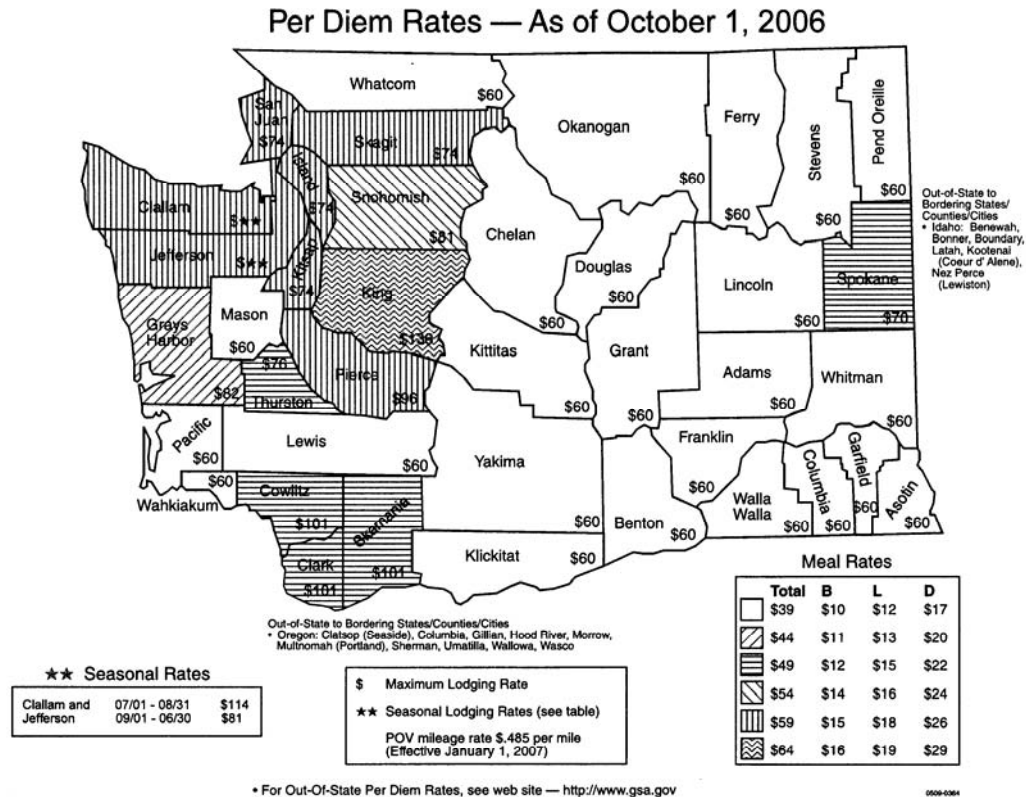
Appendix E

STATEWIDE PER DIEM MAP

July 1 2007

Per Diem allowances are usually revised annually and can be accessed on the Internet at the following address:

- <http://wwwi.wsdot.wa.gov/fasc/accounting/new-travel.htm>
- Select U.S. Per Diem Rates by Location (Continental USA, Washington) to view rates for the state of Washington.



Appendix F
January 1, 2006

Schedule A Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage

For the Continental USA - 48 Contiguous States and the District of Columbia

Rate							Notes																																		
<p><u>Maximum Allowable Lodging Rates</u> (see notes for tax treatment)</p> <ul style="list-style-type: none">Non High-Cost Locations (In State and Out of State)<ul style="list-style-type: none">Maximum rate = \$60/ nightException to maximum rate = \$136.50 / dayHigh-Cost Locations = See web site http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html for the rates for individual high cost locations in the Continental USA.							<p>The reference for the maximum lodging rates is the U.S. General Services Administration’s web site,</p> <p>Select Continental USA to view U.S. Per Diem Rates by Location for the 48 contiguous states (amounts shown are before adding taxes) http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html</p> <p>Or</p> <p>Foreign Per Diem Rates (taxes included) to view rates for Non Continental USA, Alaska, Hawaii, and U.S. possessions http://www.state.gov/m/a/als/prdm/2004/</p>																																		
<p><u>Meal Rates</u> (including taxes and tips)</p> <p>--Non High Cost Locations-- -----High Cost Locations-----</p> <table><tr><td>Breakfast</td><td>\$ 10.00</td><td>\$ 11.00</td><td>\$ 12.00</td><td>\$14.00</td><td>\$15.00</td><td>\$16.00</td></tr><tr><td>Lunch</td><td>12.00</td><td>13.00</td><td>15.00</td><td>16.00</td><td>18.00</td><td>19.00</td></tr><tr><td>Dinner</td><td><u>17.00</u></td><td><u>20.00</u></td><td><u>22.00</u></td><td><u>24.00</u></td><td><u>26.00</u></td><td><u>29.00</u></td></tr><tr><td>Totals</td><td><u>\$39.00</u></td><td><u>\$44.00</u></td><td><u>\$49.00</u></td><td><u>\$54.00</u></td><td><u>\$59.00</u></td><td><u>\$64.00</u></td></tr></table>							Breakfast	\$ 10.00	\$ 11.00	\$ 12.00	\$14.00	\$15.00	\$16.00	Lunch	12.00	13.00	15.00	16.00	18.00	19.00	Dinner	<u>17.00</u>	<u>20.00</u>	<u>22.00</u>	<u>24.00</u>	<u>26.00</u>	<u>29.00</u>	Totals	<u>\$39.00</u>	<u>\$44.00</u>	<u>\$49.00</u>	<u>\$54.00</u>	<u>\$59.00</u>	<u>\$64.00</u>	<p>To determine which high cost meal rate applies for a specific high cost location in the Continental USA, refer to web site http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd05d.html</p> <p>(Meal rates will be referred to as <u>M. & I.E.</u> Rates.)</p>						
Breakfast	\$ 10.00	\$ 11.00	\$ 12.00	\$14.00	\$15.00	\$16.00																																			
Lunch	12.00	13.00	15.00	16.00	18.00	19.00																																			
Dinner	<u>17.00</u>	<u>20.00</u>	<u>22.00</u>	<u>24.00</u>	<u>26.00</u>	<u>29.00</u>																																			
Totals	<u>\$39.00</u>	<u>\$44.00</u>	<u>\$49.00</u>	<u>\$54.00</u>	<u>\$59.00</u>	<u>\$64.00</u>																																			
<p><u>Non High-Cost Per Diem Rate</u></p> <ul style="list-style-type: none">Daily rate = \$99.00 / day = Non high-cost lodging rate (\$60) + Non high-cost meals rate (\$39)Hourly rate = \$99 / 24 hours = \$4.125 per hour							<p>Certain types of boards and commissions use both daily and hourly rates (Section 10.70). Also, the hourly rate is used when an employee is authorized to use a privately owned travel trailer or camper (Section 10.30.70).</p>																																		
Privately Owned Vehicle (POV) Mileage Rate = \$.445 / mile (Effective date 1/1/06)							Source: IRS Revenue Procedure 2005-78																																		
Private Aircraft Mileage Rate* = \$1.07 / statute mile (based on NOAA charts) [effective date 2/4/05]							Source: Federal Register Vol. 70, No. 23 - February 4, 2005.																																		
Privately Owned Motorcycle Mileage Rate* = \$.305 / mile (effective date 2/4/05)							Source: Federal Register Vol. 70, No. 23 - February 4, 2005.																																		
Privately Owned Boat Mileage Rate = \$.505 / Nautical Mile (effective 1/1/06)							Source Current Vehicle rate divided by 5,280 ft times 6,000 ft																																		

Appendix F
January 1, 2006

Schedule A Reimbursement Rates for Lodging, Meals and Private Vehicle Mileage

For the Continental USA - 48 Contiguous States and the District of Columbia

Chapter 10 WSDOT Travel Rules and Procedures

Appendix G

July 1, 2005

WASHINGTON STATE FERRIES

POINT-TO-POINT TERMINAL MILEAGE

SCHEDULE A [effective 7/1/2000]

[illegible]



Chapter 10 WSDOT Travel Rules and Procedures

Appendix G

July 1, 2005

WASHINGTON STATE FERRIES

POINT-TO-POINT TERMINAL MILEAGE

SCHEDULE A [effective 7/1/2000]

Chapter 10 WSDOT Travel Rules and Procedures

Appendix H - POV MILEAGE

September 16, 2005

Miles off your normal commute route are eligible miles for reimbursement.

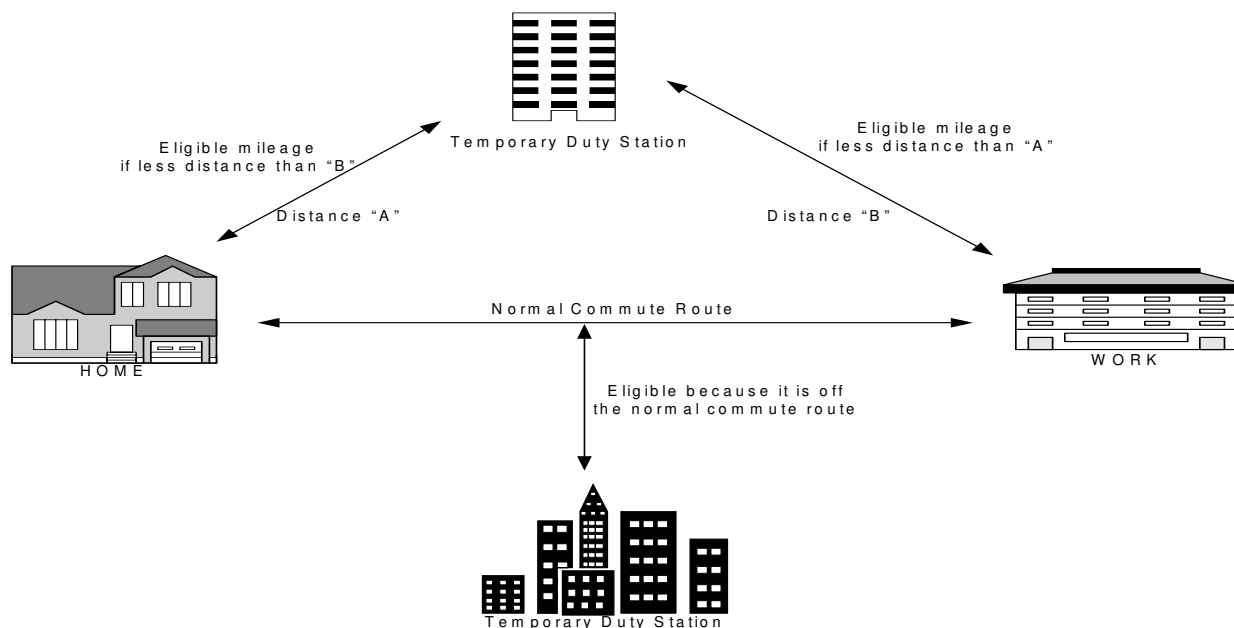
However,

- ◆ We do not pay for commute miles
- ◆ When traveling from home to a temporary duty station the department pays for either:
 - The mileage from home to the temporary duty station, or
 - The mileage from Regular Place of Work or Permanent Duty Station

Which ever is less.

Your normal commute route is the route you take to get from home to your regular place of work, permanent duty station or telecommute site.

All claims for personal vehicle mileage (POV) is for travel that is both, **CRITICAL AND NECESSARY** for department business. **Whenever possible, a state vehicle should be used in lieu of POV mileage**



POV allowances are usually revised annually and can be accessed on the Internet at the following address:

- <http://www.ofm.wa.gov/policy/10.90a.pdf>

Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Appendix I

WORK PLANS

July 1, 2007

There are three recognized travel categories.

WORK PLANS MAY BE USED IN LIEU OF A TRAVEL REQUEST FOR IN STATE TRAVEL

1. **Required Travel** - those employees where travel is an integral part of their work (e.g. region-wide crews, statewide crews). This is not a category that would normally be used for administrative staff or managers.
2. **Management Travel** for known meetings and events - the executive or designee has determined that authorization to travel should be in writing. This is for those managers that are able to outline travel needs at the beginning of a fiscal year; and
3. **Infrequent Travel** - All others who travel.

The documentation and approvals for the first two categories are designed to be "blanket" in nature; the third category will require per trip justification and approval. Work Plans are not suitable for this category of traveler. A Travel Request should be submitted on an event-by-event basis.

Prior written authorization to travel is required for:

- ◆ A travel advance;
- ◆ In-state - airline travel, use of the 150% rule
- ◆ Out-of-state Travel; and
- ◆ Out-of-country Travel

A Work Plan may be used in lieu of a Travel Request for all In state travel. The following information is required documentation included in Work Plans. The time-period covered, the position titles of the employees, and a clear statement of the purpose of the trip or trips and how it relates to the work assignments of the positions covered by the plan. The upper limit for pre-approval of the 150% rule is \$20.

The work plans will be authorized by an Approving Authority as defined in Subsection 10-2. Work Plans may be for a fixed period, or for the duration of a biennium. Work plans will not cross biennial periods.

Each Work Plan must be assigned a unique number. The number should begin with the originator's two-digit organization code followed by a dash and a unique number, probably from a sequential log. The unique Work Plan number must be referenced on the Travel Expense Voucher either in the purpose of the trip column or some other prominent place on the voucher.

Note: Organizations and employees need to ensure that the Work Plan Number referenced on their travel expense vouchers is current or an audit exception will be created.

The originating organization is responsible for keeping the Work Plan document on file and current.

Work examples may include, but not limited to (refer to illustrative examples following):

- ◆ Region-wide and statewide crews and others who travel regularly;
- ◆ Meetings for executive management attendance, statewide conferences or training sessions, etc.; and
- ◆ Employees, who do not travel often enough to require a generic trip justification, do not qualify for Work Plans and should submit a Travel Request on an event-by-event basis.

Chapter 10 WSDOT Travel Rules and Procedures

Appendix I

July 1, 2007

WORK PLANS

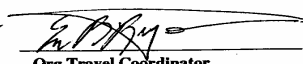

A Work Plan may be used in lieu of a Travel Request for all In state travel. The following information is required documentation included in Work Plans. The time-period covered, the position titles of the employees, and a clear statement of the purpose of the trip or trips and how it relates to the work assignments of the positions covered by the plan. The upper limit for pre-approval of the 150% rule is \$20.

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Each Work Plan must be assigned a unique number. The number should begin with the originator's two-digit organization code followed by a dash and a unique number, probably from a sequential log. The unique Work Plan number must be referenced on the Travel Expense Voucher either in the purpose of the trip column or some other prominent place on the voucher.

WORK PLANS MAY BE USED IN LIEU OF A TRAVEL REQUEST FOR IN STATE TRAVEL

ILLUSTRATIVE EXAMPLE - E.1 REQUIRED TRAVEL

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION		TRAVEL REQUEST Organization Work Plan
TRAVEL WORK PLAN FOR: <u>Office of Equal Opportunity</u>	ORG CODE(s): <u>291010; 291020;</u> <u>291030; 291040</u>	WORK PLAN NUMBER: <u>2910</u>
TIME FRAME: <u>July 1, 1999 through June 30, 2001</u>		
POSITIONS COVERED: OEO56; OW116; 00371; 00709; 00710; 01120; 01152; 01939; 01940; OWO16; 00372; 00678; 00766; 01207; 01230; 01644; 01683; 01686; 00782; 01892.		
STATEMENT OF WORK OR TASKS COVERED BY WORK PLAN:		
<p>The Office of Equal Opportunity (OEO) is charged with ensuring equal opportunity and diversity in the workplace through effective administration of Washington State Department of Transportation's internal and external civil rights programs.</p> <p>The Internal Civil Rights Branch (ICRB) is responsible for developing and executing the department's affirmative action plan, investigating complaints, conducting diversity training, monitoring the department's Americans with Disabilities Act (ADA) compliance program, and creating monthly cultural observance displays. Complaints of alleged violations of civil rights are received and investigated by the ICRB staff statewide. We also conduct diversity training statewide on such issues as cultural diversity, sexual harassment, affirmative action and the ADA.</p> <p>The External Civil Rights Branch (ECRB) functions as an advocate and monitoring arm of WSDOT for highway and marine related construction projects. The ECRB is responsible for conducting compliance reviews statewide to determine contractors' compliance to equal employment opportunity (EEO) and Title VI requirements on highway construction projects, as well as to determine if a commercially-useful function (CUF) has been performed by the disadvantaged business enterprise (DBE) on a state or federally funded highway construction project. On-site inspections are also conducted statewide to evaluate the level of compliance with program goals and objectives. The ECRB is also responsible for administering the affirmative action on-the-job training (OJT) contract requirements statewide.</p>		
DESCRIPTION OF EXPECTED BENEFITS:		
Statewide travel by OEO staff is essential to accomplish our mission and goals.		
ALTERNATIVE APPROACH:		
There are no other alternatives or less expensive means of travel.		
<div style="border: 1px solid black; padding: 5px;"> Travel Related Costs: <p>In-state travelers may be expected to stay two or more nights and incur per diem costs, airline travel costs, privately owned vehicle mileage, rental car expenses, and other travel sundry costs. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs, lodging reimbursement up to \$15.00 above the maximum allowed is authorized under the 150% rule. Any lodging costs of \$15.00 or more must be requested in advance. Travelers must reference the travel work plan number on the reimbursement request, and note the maximum per diem rate condition for the 150% rule. Travel cost exceptions must be requested using a TR and approved in advance by the Director of the Office of Equal Opportunity on a case by case basis.</p> </div>		
 Org Travel Coordinator	<u>7/1/99</u> Date	 Approving Authority
Form: Travel Work Plan 2000.doc		<u>7/1/99</u> Date Rev: 7/21/99

Chapter 10 WSDOT Travel Rules and Procedures

Appendix I

July 1, 2007

WORK PLANS

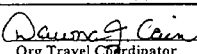
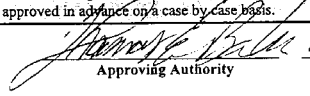
A Work Plan may be used in lieu of a Travel Request for all In state travel. The following information is required documentation included in Work Plans. The time-period covered, the position titles of the employees, and a clear statement of the purpose of the trip or trips and how it relates to the work assignments of the positions covered by the plan. The upper limit for pre-approval of the 150% rule is \$20.

The work plans will be authorized by an Approving Authority as defined in Subsection 10-2. Work Plans may be for a fixed period, or for the duration of a biennium. Work plans will not cross biennial periods.

Each Work Plan must be assigned a unique number. The number should begin with the originator's two-digit organization code followed by a dash and a unique number, probably from a sequential log. The unique Work Plan number must be referenced on the Travel Expense Voucher either in the purpose of the trip column or some other prominent place on the voucher.

WORK PLANS MAY BE USED IN LIEU OF A TRAVEL REQUEST FOR IN STATE TRAVEL

ILLUSTRATIVE EXAMPLE - E.2 REQUIRED PROJECT TRAVEL

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION		TRAVEL REQUEST Organization Work Plan
TRAVEL WORK PLAN FOR	ORG CODE	WORK PLAN NUMBER
Construction Materials Branch Bitmix Section	346210	346-00-01
TIME FRAME:		
July 1, 1999 through June 30, 2001		
POSITIONS COVERED:		
TE5, 0-1699 TE3, 0-0696 TT3, 0-0702 TT2, 0-0697 IT2, E035 (Temp)		
STATEMENT OF WORK OR TASKS COVERED BY WORK PLAN:		
On-site analysis of Superpave volumetric properties from the test section. Analysis must be done in the field.		
DESCRIPTION OF EXPECTED BENEFITS:		
This analysis must be done in the field in order to make adjustments if necessary to the Superpave hotmix asphalt prior to main line production.		
ALTERNATIVE APPROACH:		
Travel and overnight stays are more economical for the department than extended commuting.		
Travel Related Costs: Travelers may be expected to stay two or more nights and incur per diem costs, airline travel costs, privately owned vehicle mileage, rental car expenses, and other travel sundry costs. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs, lodging reimbursement up to \$10.00 above the maximum allowed is authorized under the 150% rule. Any lodging costs of \$10.00 or more must be requested in advance on a case by case basis. Travelers must reference the travel work plan number on the reimbursement request, and note the maximum per diem rate condition for the 150% rule. Travel cost exceptions must be requested and approved in advance on a case by case basis.		
 Org Travel Coordinator	6/28/99 Date	 Approving Authority
		6-24-99 Date

Chapter 10 WSDOT Travel Rules and Procedures

Appendix I

WORK PLANS

July 1, 2007

SAMPLE FORM - E.3

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION		TRAVEL REQUEST Organization Work Plan
TRAVEL WORK PLAN FOR _____	ORG CODE _____	WORK PLAN NUMBER _____
<small>(Either the name of a crew or individual or office name)</small>	<small>(Organization code)</small>	<small>(The unique number to the work plan) (must contain the first two digits of the) (organization code)</small>
TIME FRAME: <small>(Limit to a single biennium period)</small>		
<small>(Ex: July 1, 2005 through June 30, 2007)</small>		
POSITIONS COVERED: <small>(Reference positions here or attach a list of positions covered)</small>		
STATEMENT OF WORK OR TASKS COVERED BY WORK PLAN: <small>(Describe, IN BROAD GENERAL TERMS WITHOUT SPECIFIC DATES OR TIMES, the purpose or accomplishments of the trips in enough detail documenting that the travel was essential to completing the necessary work (job assignments) of the agency.</small>		
DESCRIPTION OF EXPECTED BENEFITS: <small>(Describe the benefits to the department)</small>		
ALTERNATIVE APPROACH: <small>(Describe why there is no alternative approach other than approval of this travel work plan (less expensive means of travel)</small>		
Travel Related Costs: <small>(Describe expected travel costs/conditions)</small>		
<small>EX: Travelers may be expected to stay two or more nights and incur per diem costs, airline travel costs, privately owned vehicle mileage, rental car expenses, and other travel sundry costs. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs, lodging reimbursement up to \$20.00 above the maximum allowed is authorized under the 150% rule. Any lodging costs of more than \$20.00 must be requested in advance on a case-by-case basis. Travelers must reference the travel work plan number on the Travel Expense Voucher, and document which 150% rule condition is involved. [Situation 3 or condition C requires a cost analysis] Travel cost exceptions must be requested and approved in advance on a case-by-case basis.</small>		
Prepared by _____	Date _____	Approving Authority _____ Date _____
Form: Travel Work Plan 2005.doc		Rev: 6/30/2005



Chapter 10 WSDOT Travel Rules and Procedures

Appendix J

ABC's

July 1, 2005

OUT OF STATE TRAVEL ABC's

(10-1.4, 10-2.1, 10-8)

A, B, C'S

A - AUTHORIZED

Travelers must document prior authorization of all out-of-state travel.

B - BUSINESS TRAVEL

Business travel is directly work related, obtained at the most economical price, and is both critical and necessary for state business.

C's - CRITERIA

WSDOT makes determination to travel on the following criteria:

- ◆ That which is most economical to the state; and
- ◆ That which is most advantageous to the state

HOW IT WORKS - THE OUT-OF-STATE TRAVEL PLAN

Organization identifies known out-of-state trip(s) and submits trip information to the organization's Approving Authority. Trips requested should be chosen and prioritized within an organization based on a clearly defined value and benefit of the trip to WSDOT and a demonstration of how that benefit would be shared within the department. In addition, at least one of the following criteria must be met:

- Purpose of the trip is to:
 - 1) Deliver a paper, e.g. to a conference, symposium, etc.
 - 2) Participate in initiatives outside the state
 - 3) Leverage dollars and/or regulations
 - 4) Represent WSDOT on existing committee
 - 5) Recruit for a specific, identified need rather than broad recruitment for all classifications; and
 - 6) Gain information that can only be achieved by personal participation.

Organization's agreed upon plan is submitted to the Secretary's Office via the Travel Administrator in the Accounting Services Office.

Frequently Asked Questions & Answers

1. Why do we maintain such strict controls over out-of-state travel?

The Washington State Department of Transportation (WSDOT) retains strict management control over out-of-state travel because:

- a) This cost category holds a high public accountability profile with the legislature and other interested constituent groups; and
- b) State regulations require assurance that state policy is carried out. Travelers are to receive prior approval by the Secretary's Office before embarking on out-of-state travel, and travelers must document prior authorization and the reason for all out-of-state travel.
 - Completion of a Travel Request is required.

2. Why do we need any approval for a sponsored trip?

Although the Secretary's Office has delegated trip approval for sponsored events to the organization Executive. Statewide regulations still require us to document: purpose of the trip (traveler attendance at state sponsored events to assure payment for medical aid benefits); and management controls for public accountability reporting, regardless of who's paying for the travel expenses. Complete a Travel Request to document the travel.



Chapter 10 WSDOT Travel Rules and Procedures

Chapter 10 WSDOT Travel Rules and Procedures

Appendix K - USE OF STATE TRAVEL CHARGE CARD SYSTEM

July 1, 2005

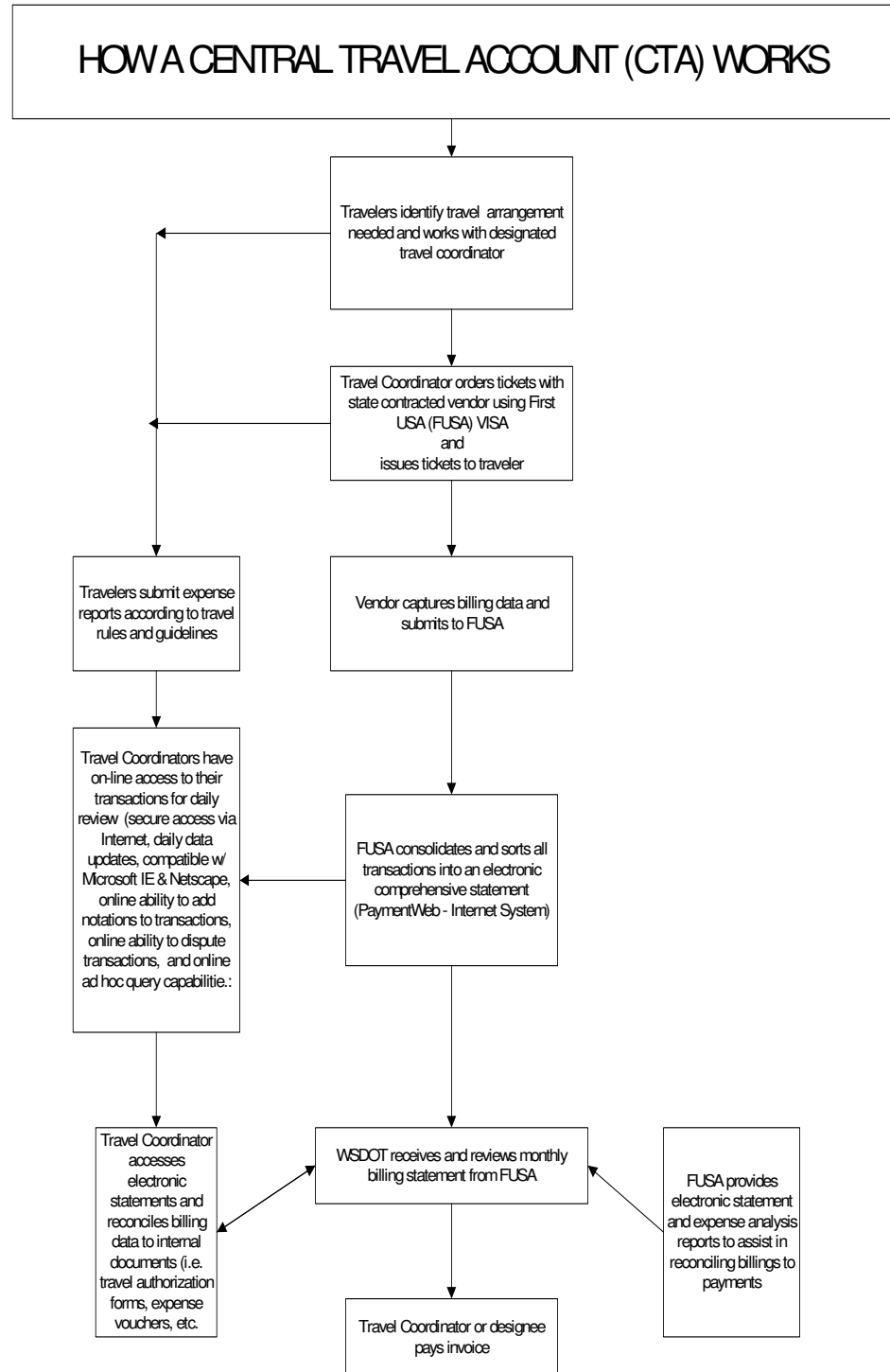
The department or their designee authorizes the use of or approve the issuance of a state travel charge card to those travelers whose work requires them to travel on official state business. Each organization maintains and is responsible for establishing a positive system of control over:

- Airline Travel (refer to corresponding illustrative CTA system example)

The use of this contract is required for the purchase of air travel arrangements. The department's Travel CTA Account Coordinator or Designee should purchase all air travel. Exceptions must:

- meet the department's best buy procedures as described in the purchasing manual.
- be requested and approved in writing; and
- be attached to the airline payment voucher.; and

A Motor Vehicle Rental Company



Chapter 10 WSDOT Travel Rules and Procedures

Appendix K - USE OF STATE TRAVEL CHARGE CARD SYSTEM

July 1, 2005

Chapter 10 WSDOT Travel Rules and Procedures

Appendix L

Direct Bill Expenses To The Department Whenever Possible

Policy Statement:

When it is in the best interest of the department and the state, direct billing agreements may be entered into between lodging establishments and the department.

Authorization:

The department is granted the authorization for direct billing by SAAM 10.80.55, Paying Vendors Directly For Travel Costs.

- Refer to illustrations of “Request For Direct Bill From Traveler” and “Direct Bill Memorandum Agreement” on following pages.

PROCEDURES:

- Establish an agreement (a letter agreement is the preferred method) between a lodging facility and the department. The agreement must be signed by the Assistant Secretary, Regional Administrator, Modal Director, or designee.
- The agreement shall spell out the responsibilities of both the department and the lodging facility (e.g., traveler must verify rates; lodging facility must verify traveler is department employee. Pay stub or SCAN authorization or employee ID card appears to be the most accepted forms of verification). If a room guarantee is required, it must be on the employee's credit card. The agreement should also include the Federal Tax ID number of the lodging facility.
- Agreement should establish the correct departmental billing address (one address for each major organization within the department).
- If it is for a one-time conference/meeting, etc., a list of known attendees should be included with the letter agreement.
- Organizations are to maintain a central file of all such agreements (most offices locate this file in the financial services office).
- Limit the number of people authorized within each organization that may set up these agreements and centralize this only one office.
- The traveler is responsible for verifying and signing the room bill at checkout. This signature is used as the “Receiving Signature” for the payment voucher. The charges would normally be for room and tax only, but may also include parking when applicable.
- The Traveler is responsible for payment of all charges that are not the responsibility of the department (e.g. personal phone calls, movie rentals, etc.). If for some reason the lodging facility invoices the department for these and similar items, the department will pay the invoice and reduce the traveler's reimbursement.
- The organization is responsible for cross-referencing payment of direct lodging with corresponding employee travel expense voucher to prevent double payment.
- The traveler is responsible for verifying that the room rate is within established OFM rates.
- The Lodging facility should include a copy of the signed room receipt with their invoice or statement. The signed room receipt acknowledges receipt of goods. A properly signed receipt includes traveler's signature and organizational code.
- Process the payment voucher through TRAINS and attach the supporting documentation for expenditure.
- Supporting documentation shall consist of, at a minimum, a detailed invoice or statement with copies of signed room receipts, and when required a copy of a signed Travel Request, unless traveling on a department approved work plan.
- Payments are to be made in accordance with the *Purchasing and TRAINS User's Manuals*.

Chapter 10 WSDOT Travel Rules and Procedures

Appendix L Direct Bill Expenses To The Department Whenever Possible

• **BASIC CONTROLS
SHOULD INCLUDE:**

- All direct bill memorandum agreements to vendors are requested and set up through the organization's Travel Coordinator and/or Financial Services office.
- Clearly identify with the Vendor, the billing address for payments. Direct bills **MUST** be paid timely.
- Direct bill payments must be signed only by the approving authorities who are authorized to approve travel.
- Only room and tax is authorized for direct bill payments. Parking is only authorized when it is charged by the motel/hotel. All other charges (telephone, meals, etc.) must be paid at the time of checkout.
- It is the traveler's responsibility to assure organization procedures are followed.
- The traveler is responsible for sending an original invoice plus two copies to the organization's Travel Coordinator or Financial Services office for payment processing.

It is the traveler's responsibility to assure organization procedures are followed.

- Before traveling, a "Request For Direct Bill" is completed by the traveler and sent to the Travel Coordinator and/or Financial Services office.

REQUEST FOR DIRECT BILL		
NAME OF MOTEL _____		
ADDRESS _____		
CITY _____	STATE _____	ZIP _____
PHONE NUMBER (____) _____		
FAX NUMBER (____) _____		
CONTACT PERSON (optional) _____		
RESERVATIONS MADE YES _____ NO _____		
<small>If this request is for a special meeting or conference, please list those employees who should be authorized to direct bill: (attach an additional sheet if necessary)</small>		
EMPLOYEE	CONFIRMATION #	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
REQUESTOR _____		PHONE _____

- The Travel Coordinator or Financial Services office confirms that a Direct Bill Memorandum Agreement has been established with the requested lodging facility and holds request for cross referencing to direct bill payment and traveler's travel expense voucher.
- ◆ Refer To Direct Bill Memorandum Agreement Illustration Following

Chapter 10 WSDOT Travel Rules and Procedures**Appendix L****Direct Bill Expenses To The Department
Whenever Possible****DIRECT BILL MEMORANDUM AGREEMENT
ILLUSTRATION**

When it is in the best interest of the department and the state, direct bill agreements may be entered into between lodging establishments

◆ **Processes and procedures vary between organizations.**

◆ **Contact your organization's travel coordinator or Financial Services offices for complete instructions.**

Date _____
Motel Name _____ Motel Address _____ City, State Zip _____
To Whom It May Concern:
We are requesting approval to set up a direct bill account with your motel. This account is ONLY for the Department of Transportation employees from the South Central Region (formerly known as District 5 - Yakima).
The correct billing address is: Department of Transportation South Central Region Financial Services P. O. Box 12560 Yakima, WA. 98909-2560
The following itemized information is requested on the billing invoice:
1. Name of employee / Signature of employee 2. Date of Arrival and Departure 3. Room Number 4. Number of Occupants 5. Breakdown of Room Rate, Tax and Total
This billing should be for Lodging Costs ONLY . The employees have agreed to pay all other charges. If a room guarantee is either requested or required, it must be done to the employee's personal credit card and <u>not</u> to the Department of Transportation under the direct bill.
Upon receipt of the motel's invoice, our office will process payment immediately. Although the check is issued from Olympia, payment should be received within approximately 14 days after we receive the bill.
Please complete the information below indicating whether the direct bill has been approved and fax to (509) 575-2586. If you have any questions or concerns, please feel free to call at (509) 575-2562.
Sincerely,
Linda Raber Financial Services Manager
**Please complete and fax as soon as possible:
Approved _____ Not Approved _____
If approved please provide: Account Number _____ Federal Tax Id # _____
Authorized By: _____ Date _____



Chapter 10 WSDOT Travel Rules and Procedures

Appendix L Direct Bill Expenses To The Department Whenever Possible

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M

RELOCATION REFERENCE

July 1, 2005

The department may pay the moving costs of transferred or qualified new employees.

Costs are subject to state requirements and restrictions and are described in the WSDOT Moving Guide. Managers and eligible employees should work with the Department's Purchasing and Materials Management Staff to assure understanding of their responsibilities and that costs stay within state allowances.

Travel Expenses may include any or all of the following:

- Transportation (moving expenses);
- Per Diem Expenses
- Other miscellaneous travel costs during the relocation period; and
- Mileage allowance for driving up to two personal automobiles from one official residence to another.

THIS SECTION INCLUDES ILLUSTRATIVE EXAMPLES AND A RECOMMENDED EMPLOYEE PACKET OF INFORMATION

- Refer to Illustration 1 - Hiring Notification Letter
- Refer to Illustration 2 - Employee Relocation Acknowledgment
- Refer to Illustration 3 - Relocation Authorization DOT 721-010
- Refer to Illustration 4 - Relocation Authorization To Pay From Department of General Administration
- Recommended Employee Packet
 - Hiring Notification Letter
 - Employee Relocation Acknowledgment
 - WSDOT Moving Guide
 - M 13-82 Accounting Manual, Subsection 10-9


Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M

RELOCATION REFERENCE

July 1, 2005

ILLUSTRATION 1 HIRING NOTIFICATION

 **Washington State
Department of Transportation**
Sid Morrison
Secretary of Transportation

North Central Region
Office of Region Administrator
P.O. Box 98
Wenatchee, WA 98807-0098
(509) 667-3000
Fax (509) 667-2940

February 17, 2000

TO Employee
[Redacted Address]


This is to confirm that your lateral transfer as a Transportation Engineer 2 to the North Central Region in Wenatchee has been granted effective April 1, 2000.

Since your new official duty station is more than 50 miles from your previous official duty station and official residence, you are entitled to subsistence and lodging and/or mileage as provided under the provisions of IL 13-50, "Travel Expenses," related to relocation of your official residence (see attachment).

All requests for reimbursement related to your relocation must be submitted on a travel expense voucher separate from all other requests for travel reimbursement.

Enclosed is a WSDOT Moving Guide. Please fill out and return the "Relocation Authorization" form that is located in this pamphlet to Shirley Sebastian, Administrative Officer, at your earliest convenience. The "Relocation Authorization" form initiates the action necessary to move your household goods.

If there are any questions regarding these or other issues, please call Shirley Sebastian at (509) 667-3006.

Sincerely,

DONALD S. SENN
Regional Administrator

DSS:kg
KG
Encl.
cc: Dale Severson - Olympic Region/47440
P. Mahre
D. Bierschbach
S. Sebastian
P. Courchane
OSC Human Resources
[Redacted] Employee File


Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M

RELOCATION REFERENCE

July 1, 2005

ILLUSTRATION 2 EMPLOYEE RELOCATION ACKNOWLEDGMENT

 Washington State Department of Transportation	Memorandum
Date: February 17, 2000	
From: Shirley Sebastian <i>SS</i>	
Phone: 667-3006	Subject: Reimbursement Of Relocation Expenses
To: <i>Employee</i>	

As a result of your transfer to a position in Wenatchee, you may be entitled to reimbursement for lodging, subsistence and/or mileage under the provisions of IL 13-50, "Travel Expenses," related to relocation of your official residence.

Copies of pages 18, 19, 20 and 21 from the IL 13-50, Travel Expenses are attached for your information. Please review this material carefully. Please note that during your relocation period, Wenatchee will be considered your temporary duty station. Failure to understand and comply could result in unnecessary hardship for you. If you have any questions about the matter of reimbursement, please contact me. Inasmuch as reimbursement for relocation is considered taxable income in most federal income tax and social security situations, you are advised to determine the impact of relocation reimbursement upon your tax liability.

Please acknowledge that you have received and read the attached portions of IL 13-50 by signing and returning this page to me.

To: Shirley Sebastian	
From: <i>Employee</i>	

I have received and read the portions of IL 13-50, "Travel Expenses," which pertain to reimbursement for relocation expenses.

Signature	Date
 SS:kg cc: Region Accounting Comptroller's Office - Payroll <i>Employee File</i>	

DOT 700-008EF
Revised 3/93

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M

RELOCATION REFERENCE

July 1, 2005

ILLUSTRATION 3 RELOCATION AUTHORIZATION DOT 721-010

Washington State Department of Transportation		Relocation Authorization	
		Requisition Number OR6372	
Instructions: Complete all appropriate sections of this form. Before completing, please read Chapter 11 - WSDOT Moving Guide - as found in the WSDOT Purchasing Manual			
<input checked="" type="checkbox"/> Transferred Employee <input type="checkbox"/> New Employee	WSDOT Region / Service Center / Division		Date
Name of Employee [REDACTED]		Payroll No.	
Present Address [REDACTED]	City/State [REDACTED]	Zip [REDACTED]	County [REDACTED]
Destination Address [REDACTED]	City/State [REDACTED]	Zip [REDACTED]	County [REDACTED]
Present Phone - Work [REDACTED]	Present Phone - Home [REDACTED]	Pickup Date	Packing Authorized <input type="checkbox"/> Yes <input type="checkbox"/> No
Storage Point N/A		Storage Authorized <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Employee Estimate of Value of Household Goods \$ 60,000 (maximum allowed \$50,000)	
Moves With Rental Equipment			
Type of Rental Unit to be Used		Employee Estimate of Total Rental Cost \$	
Mobile Home Only			
Make of Mobile Home		Size	
Location of Mobile Home N/A			
Employee Agreement			
I acknowledge that I have read the WSDOT Moving Guide (Chapter 11 of the WSDOT Purchasing Manual).			
I authorize that costs in excess of allowable costs (as set forth in Office of Financial Management moving expense regulations and approved by the Traffic Manager, Office of State Procurement, Department of General Administration) be deducted from my next salary payment if I do not provide the State with payment for any portion of this household move which by regulation must be paid by the employee. I understand that payment is due within thirty (30) days from the date of notice of excess charges.			
Payroll Withholding Statement			
I, the undersigned employee do hereby authorize the State to deduct from my salary, my share of cost of the move in accordance with paragraph (5) WAC 82-24-130.			
New Employees Only: In the event I terminate or cause termination of my employment with the State within one (1) year of the date of employment, I agree to reimburse the State for all moving costs which have been paid and hereby authorize the State to withhold any sums due to me as part or full payment of such costs in conformance with RCW 43.03.120.			
Signature of Employee [REDACTED]	Date [REDACTED]	Authorizing Agency Head Donald S. Sam	Date 02-17-00

DOT Form 721-010
9/95

Distribution: Office of State Procurement - 2 copies


Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M

RELOCATION REFERENCE

July 1, 2005

ILLUSTRATION 4 PURCHASE REQUISITION - AUTHORIZATION TO PAY FROM DEPARTMENT OF GENERAL ADMINISTRATION

08/03/00 THU 13:11 FAX 360 570 6725 OSC PURCHASING-INVENTORY		002/003	
FORM A15 Rev. 9/86 DOT EF 7/84		STATE OF WASHINGTON  PURCHASE REQUISITION	
ORDERING AGENCY NAME: Washington State Department of Transportation			
AGENCY NO.	LOCATION	MAIL STOP	REQUISITION NO.
405		40901	OR6372
SHIP GOODS TO:		MAIL INVOICES TO:	
AGENCY NO.	LOCATION	MAIL STOP	NO. REQ.
405			405
		Room 205 OSC	
REQ. ITEM NO.	COMMODITY CODE	DESCRIPTION	QUANTITY UNIT ESTIMATED UNIT PRICE TOTAL COST
		Pack and move household goods and personal effects of: [REDACTED] an employee of the State of Washington. From: [REDACTED] Home: [REDACTED] Work: [REDACTED] To a location to be determined later in the Olympia area. * Move dependent on sale of home * Contact: Jennine Shinkink 705 7549 jennineS@tib.wa.gov	
		Region: 0 OSC-P Approved Req In: 8/19/99 KW OSC-P Sent Req to OSP: 8/19/99 KW Bid to Region: Bid Add # on Region: P.O. to Region: 10223 5/11/99 KW P.O.C. # to Region: Cancellation to Region: Comments:	
IDENTIFY PREVIOUS REQUISITIONS FOR ITEMS ABOVE 1. DATE		NAME OF AUTHORIZING OFFICIAL TITLE: <i>Jimmie M. [Signature]</i> Executive Director	
2. DATE		I hereby certify that the goods or services requested are necessary for the work and transaction of business of this agency. (SIGNATURE)	
3. DATE		ACCOUNT CODE TRAN CODE PARCEL JOB NUMBER WORK ORD. GROUP WORK OF ACCOUNT OBJ SUB CONTROL SECTION EQUIPMENT NO. ORDER NO. ORG. NO. FEDERAL NON PART. ENCUMBRANCE AMOUNT	
		TOTAL	

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX M**RELOCATION REFERENCE**

July 1, 2005

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission****N-1****Aug 1, 2000**

Other Rule
Reference(s)
(SAAM 10.70.10)

Transportation Commission - Class Four Board

There are two general categories of Boards, Commissions, or Committees:

- Advisory, coordinating, or planning capacity; and
- Rule making capacity.
 - The Transportation Commission was established as a Class Four Board per RCW 43.03.250 under this category.
 - Except as noted in SAAM Section 10.70, Transportation Commission members will follow the rules noted in this Appendix, Chapter 10 of the WSDOT Accounting Manual.

N-2**Aug 1, 2000**

Other Rule
Reference(s)
(SAAM 10.70.70)

Coffee and light refreshments

All legally authorized boards, commissions, or committees may provide coffee and/or light refreshments at their official public meetings (including executive sessions).

N-3**July 1, 2007****Transportation Commission - Compensation & Travel
Voucher Instructions**

- Each member of the Commission is compensated in accordance with RCW 43.03.250. Commissioners are authorized by statute to work up to 150 days per year. The Chair is authorized to work up to 180 days per year. The Commission will calculate these days based on fiscal years, rather than calendar years.
- Commission members are entitled to compensation for time spent:
 - reading and reviewing Commission materials:
 - responding to letters and e-mail:
 - attending Commission meetings and other meetings as a Commission representative: and
 - other official Commission business.

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission****N-3**
July 1, 2007**Transportation Commission - Compensation & Travel
Voucher Instructions (continued)**Other Rule
References(SAAM 10.70.30)
(RCW 47.01.061)

- Work time compensation shall not exceed \$100 per day.
- Commissioners' work hours must be reported monthly along with travel expenses. Each Commission member should track all of his/her hours and travel expenses on the travel voucher form and send it to the Commission Office by the 12th of each month.
- Two separate checks will be issued, usually at different times – one for work hours and one for expenses. (FYI: State employee paychecks are issued on the 10th and 25th of each month. If hours are submitted for the previous month prior to the 15th of the current month, the check will be issued on the 25th of the current month).
- The Official Station and Official Residence shall be noted on each travel expense voucher. The Official Station and Official Residence for each Commissioner is the city of their residence.
- All documentation must clearly show that reimbursement is claimed only for official state business. Include a detailed purpose and date for each meeting or trip on travel vouchers. Travel vouchers must state complete names and a discussion topic for each meeting or conference, using as many lines and pages as necessary.

Explain trip purposes in enough detail as if someone not familiar with Transportation Commission issues could conclude that the claimed activities were official state business. If the Commissioner is meeting with a group of individuals or an organization, it is permissible to list the community or organization name instead of listing every name.

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission****N-4**

Aug 1, 2000

Other Rule
References

(SAAM 10.70.50)

Transportation Commission - Meals

- Commission members are reimbursed for actual meal expenses. Original receipts **must** be attached to expense vouchers for each meal claimed. When a receipt is not available from a restaurant, the Commission member states on the voucher that no receipt was obtained and where the expense was incurred. In such cases, the reimbursement will be paid at the state employee subsistence rate. It is expected that most restaurants will provide a receipt when requested.

Commissioners must attach meal receipts that provide sufficient information regarding the number of meals purchased, the amount of a meal vs. non-reimbursable amounts, etc.

- Reimbursement will not be paid for meals purchased for anyone other than another Commission member (e.g. department staff, LTC staff, legislators). If a Commission member claims reimbursement for meals purchased for other Commissioners, he/she must note on the receipt who was included in the cost of the meal. There is no reimbursement for alcoholic beverages.
- Allowable meal expenses include basic meal cost, applicable taxes, and any customary tip or gratuity.

N-5

Aug 1, 2000

Other Rule
References

(SAAM 10.70.40)

Transportation Commission - Lodging

Travel involving two or more consecutive nights lodging must be documented. The Transportation Commission's Policy and Procedure No. 3 shall serve to document each regularly scheduled monthly Commission meeting.

- Meetings are held for the purpose of conducting the Commission's statutorily required business, as required by law. Overnight travel may be required for some Commissioners; and
- The Commission will use direct billing for lodging whenever possible. Commissioners may put meal charges on their lodging bill for convenience.

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission****N-6**

Aug 1, 2000

**Transportation Commission - Reimbursement of
travel expenses other than meals and lodging.**Other Rule
References(SAAM 10.10.40)
(SAAM 10.70.60)

Except as otherwise provided by law, those persons appointed to serve on any state board, commission, or committee (advisory or rule making) are to be reimbursed transportation and other travel expenses in the same manner as state officials and state employees.

- **Rental vehicles**

Commissioners **must** use the current state contract for vehicle rentals. The current state contract is with Budget Rent-A-Car, which is a mandatory use contract. If Budget is not available, another rental agency may be used.

Commission members **must** use the Budget Rent-A-Car credit card, which is issued to each Commissioner, for any vehicle rentals for official Commission business. The Commission office will be billed directly for any charges on these cards. Charges for vehicle rentals should not be listed on the travel expense vouchers, unless a rental agency other than Budget was used, or if for extenuating circumstances only and no other choice is available, the Commissioner may use a personal credit card.

- **Air travel**

- **Commercial airlines**

Travel must be booked through a “qualified travel agent”. The Commission Office Travel (CTA) coordinator will select a “qualified travel agent”. A user profile will be established for each Commissioner that will include the Commission’s CTA information. All tickets will be charged to the CTA. Each Commissioner who books his/her own airline tickets must inform the travel agent when traveling on state business so the Commission office will be billed directly from VISA.

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission****N-6**

Aug 1, 2000

**Transportation Commission - Reimbursement of
travel expenses other than meals and lodging
(continued).****– Commercial airlines (continued)**

Commission members must make reservations with the state contract carriers at their lowest available fares for each flight. Each qualified agent will have the contracts and should automatically book Commissioners travel with the correct airline. The only exception to this rule is for conditions stated on individual contracts and to comply with the Americans With Disabilities Act. If a Commissioner encounters a problem in booking airline travel with the contract carrier or his/her time schedule cannot be met with the contract carrier, contact the Commission office for current information on which airline holds the state contract for specific cities.

Any additional costs incurred because of official state business itinerary changes must also be paid through the Travel Charge Card Business Travel Account system.

Commission staff may not be available on evenings and weekends to supply a forgotten VISA Business Travel Account number to a Commissioner. In such circumstances, the Commissioners may be reimbursed for any additional costs. Attach a receipt for these costs and an explanation of the circumstances with the Travel Expense Voucher.

– State-owned aircraft travel

Commissioners may use state-owned aircraft for official travel if:

- The cost doesn't exceed available commercial air travel;
- There are no reasonable or convenient commercial flights for the travel destinations; and
- Emergency Commission business situations.

A Commissioner may accompany an Aviation Division pilot on training missions or airport site visits when there is no additional cost to the state to do so.

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission****N-7**

Aug 1, 2000
Other Rule
References
(RCW 43.03.050)

Transportation Commission - Out of State Travel

Out of state travel **must** be approved in advance by the Chair. The Commission office will prepare a memorandum of approval for the Chair's signature that includes the following:

- The purpose of the trip and how it relates to the Commission's duties;
- A description of the expected benefits; and
- An analysis of alternative approaches to travel and why these were rejected.

N-8

Aug 1, 2000

Transportation Commission - Miscellaneous costs**Receipts required for all miscellaneous costs**

Attach receipts for all miscellaneous costs to the travel expense voucher. Miscellaneous costs include parking, taxi, phone calls, etc. Sometimes a receipt is not available from a certain location, such as a parking meter. In these situations, state that no receipt was obtained and where the expense occurred on the travel expense voucher.

Equipment and supplies

Any equipment or supplies costing over \$50 must be purchased by the Commission office in accordance with purchasing requirements and cannot be included on travel vouchers.

Phones

- A SCAN PLUS phone card is issued to each Commissioner upon appointment. This card must be used whenever possible. The card gives the state a substantial discount off regular long distance phone rates. The state is billed directly for SCAN calls and no formal documentation is normally necessary. Contact the Commission office if you have questions about how to use this card, or if problems are encountered.

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission****N-8**
Aug 1, 2000**Transportation Commission - Miscellaneous costs
(continued)**

- Commission members may be reimbursed for calls made on personal cell phones for official Commission business. Submit the original phone bill to the Commission office separately from the Travel Expense Voucher. The phone bill must include the following:
 - Commission member's phone number and name or signature on the front page of the bill;
 - Highlight the calls made for Commission business;
 - If possible, note the name of the person called; and
 - The total amount claimed for reimbursement..
- SCAN, SCAN PLUS, phone calls on personal telephones, and faxes must be calls on behalf of the Commission to accomplish Commission business. When away from home on Commission business, Commissioners may place one telephone call of three minutes or less to home each day only to advise family of safe arrival or changes in travel. Any other extended discussion with family is at the Commissioner's expense (Refer To Example Below).

Question: I'm a Commissioner and call home on the SCAN card intending to talk three minutes or less to inform my family of a safe arrival. Someone in my family begins to tell me about a personal issue. I get involved in what he/she is saying and lose track of the time and the phone call goes longer than three minutes. How do I pay for the portion of the phone call in excess of three minutes?

Answer: You tell the family member you will call them right back, hang up from the conversation and use your own credit card to make the call. If this is not possible, you notify Commission Staff of the situation so they can track the cost of the phone call for reimbursement by the Commissioner.

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission****N-8**
Aug 1, 2000**Transportation Commission - Miscellaneous costs
(continued)****Faxes**

Commission-owned fax machines may be used for official state business only. The Commission will pay the monthly billing and order fax paper upon request.

Commission members may be reimbursed for using personally owned fax machines for anything that is Commission business. The Commission will provide an appropriate number of rolls or reams of fax paper per year to those Commission members using their own fax machines.

Reimbursement procedures are as follows:

- Send the original fax bill to the Commission Office;
- Highlight any charges relating to Commission business. Place names next to the fax numbers whenever possible;
- The fax bill must include Commission member's fax number and name, or signature on the front of the bill; and
- Write the total reimbursement amount claimed on the front of the bill.

Computers

Commission-owned computers, software, and Internet subscriptions may be used for official state business only.

The Commission may purchase software or equipment for home computers necessary to coordinate with WSDOT or the Commission. Any such equipment or software must be returned to the Commission at the end of the Commission member's term.

Chapter 10 WSDOT Travel Rules and Procedures**APPENDIX N****Transportation Commission****N-9***Jul 1, 2000****Meal and lodging reimbursement for persons serving
on an advisory, coordinating, or planning
committee at the request of the Commission***

Other Rule

Reference(s)

(SAAM 10.70.20.a)

(SAAM 10.70.20.b)

This subsection addresses reimbursement for those persons appointed to serve on any advisory group, sub-committee, or equivalent, which is formed at the request of the Transportation Commission.

- The chair of the Transportation Commission is responsible for authorizing travel in advance and approving reimbursement of travel expenses.
- Participants, if entitled to reimbursement of travel expenses, are to be reimbursed for meals and lodging at the state rates as identified in Schedule A, B, and C. Members attending meetings and performing other official business are considered to be in travel status and the three hour rule and official station rule does not apply.
- Appointment and/or agreement letters should be on file with the participating organization (Refer to Subsection 10-8 for detailed information).

Chapter 10 WSDOT Travel Rules and Procedures



Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX O TAXABLE FRINGE BENEFITS INFORMATION

July 1, 2007

THESE FRINGE BENEFITS MAY BE TAXABLE PER INTERNAL REVENUE SERVICE (IRS) REGULATIONS

REFER TO WSDOT Human Resource Rules Governing

- Back pay or negotiated settlements
- Early Retirement incentives/bonuses
- Recognition Awards for Outstanding Performance
- Recognition Awards for Safety
- Severance Pay (Annual Leave)
- State employee suggestion awards and incentive pay
- WMS lump sum payments

REFER TO WSDOT Travel Rules Governing

- Commuting use of state vehicle
- Meal reimbursement without overnight stay
- Lump sum relocation payments

WSDOT CONTACTS AND REFERENCE MANUALS

Finance & Administration

Office of Human Resources

- Human Resource Desk Manual, M-3009

Payroll Accounting

Debi Vanderhoof @360 705-7561

- Payroll Manual, M13-08

Purchasing - Relocation

Gary Smith @360 570-6715

- Purchasing Manual, M72-80, Chapter 11, WSDOT Moving Guide

Accounting Services – Travel

Brent Pierson @ 360-705-7578 -

- Accounting Manual, Chapter 10, Travel Rules and Procedures

Maintenance and Operations

Equipment & Facilities Office

Georgina Wilner @ 360-705-7883

- Use of State Provided Motor Vehicles, M53-50

Chapter 10 WSDOT Travel Rules and Procedures

Appendix O TAXABLE FRINGE BENEFITS INFORMATION

FOR ANSWERS TO YOUR IRS QUESTIONS

Employees are responsible for determining their annual tax liability. The IRS has the following reference (Publications) material available to assist you:

Pub#	Title	Rev. Date*
15	Circular E, Employer's Tax Guide	January '07
15-A	Employer's Supplemental Tax Guide	January '07
463	Travel, Entertainment, Gift, and Car Expense	2006 Returns
521	Moving Expenses	2006 Returns
525	Taxable and Nontaxable Income	2006 Returns
526	Charitable Contributions	Rev. Dec. 2005
535	Business Expenses	2005 Returns
970	Taxable Benefits for Education	2005 Returns

*New publications are generally available after the first of the year and are located on the IRS Forms and Publications web-site at <http://www.irs.gov/formspubs/index.html> You can also order IRS publications by calling 1-800-TAX-FORM (1-800-829-3676).

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150% Ru		
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Travel Expense Advance - DOT Form 133-102 EF, Revised 12/97

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Travel Expense Voucher - DOT Form 133-103 EF, Revised 12/97

Illustration 3

 Travel Expense Reimbursement Checklist
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In Progress

Meeting Request - DOT Form 700-003 EF, Revised 12/95

Illustration 4

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ILLUSTRATION 1 TRAVEL REQUEST - DOT 700-006 EF

Washington State Department of Transportation		Travel Request	
Use this Form for the Following Situations:			
Check one below: <input type="checkbox"/> In State		Check all that apply <input type="checkbox"/> Airline Travel (Complete Sections A, B) <input type="checkbox"/> 150 Percent Rule (Complete Sections A, C)	
<input type="checkbox"/> Out of State to Nonbordering Counties/Cities Trip No. _____ (Required)		Check all that apply <input type="checkbox"/> Two or More Nights Stay (Complete Section A) <input type="checkbox"/> Airline Travel (Complete Sections A, B) <input type="checkbox"/> 150 Percent Rule (Complete Sections A, C) <input type="checkbox"/> No Overnight Stay (No Trip Number Required)	
<input type="checkbox"/> Out of State to Bordering States/Counties/Cities • CANADA - Vancouver, B.C. - Victoria, B.C. - Sidney B.C., - Nelson B.C. • IDAHO - Benewah - Boundary - Kootenai - Nez Perce - Bonner - Latah (Coeur d' Alene) - Lewiston • OREGON - Clatsop - Hood River - Sherman - (Seaside) - Morrow - Umatilla - Columbia - Multnomah - Wallowa - Gilliam (Portland) - Wasco		Check all that apply <input type="checkbox"/> Two or More Nights (Complete Section A) <input type="checkbox"/> Within Contiguous County/City <input type="checkbox"/> Outside Contiguous County Claiming Contiguous County Rates <input type="checkbox"/> Airline Travel (Complete Sections A, B) <input type="checkbox"/> 150 Percent Rule (Complete Sections A, C)	
Name(s) _____		Org. Code _____ Official Position _____	
Destination _____ County _____		Transportation Mode <input type="checkbox"/> State Vehicle <input type="checkbox"/> Air <input type="checkbox"/> Passenger <input type="checkbox"/> POV <input type="checkbox"/> Rail	
Departure Date _____ Time _____	Date conference/meeting begins _____	Date conference/meeting ends _____	Return Date _____ Time _____
Purpose/relationship to job: (Required) _____			
Shared By: _____			
SECTION A Estimated Cost			
Registration Fee \$ _____ Air Fare \$ _____ _____ days subsistence at \$ _____ per day = _____ _____ days lodging at \$ _____ per day = _____ Vehicle mileage, parking, rental car, and other _____ = _____ Total Estimated Cost \$ _____			
Office of Secretary _____ (Deputy Secretary must approve nonbordering states/counties/cities)		Date _____	
Lodging Reservations/Confirmation _____		Name of Hotel/Motel _____ City _____ Confirmation Number _____	

DOT Form 700-006 EF
Revised 8/00

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SECTION B Airline Travel				<input type="checkbox"/> Round Trip <input type="checkbox"/> One Way		Name of Airline 		Ticket No. 	
Needed to Arrive at :				Available to Return From:					
Date	Flight No.	Depart		Date	Flight No.	Depart		Rental Car Needed?	
		Arrive				Arrive		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Number	Work Op	Object Acct.	Org No.	Control Section	Nonparticipating	Amount			
If contract carrier listed in the Discount Air Travel (Contract 154-90 or subsequent contract) is not the one that is expected to be used, circle the number of the appropriate reason below (see contract for details of exceptions):									
1. Contractor does not travel within the time constraints or no city pair contract is available. 2. Comparable airfare is offered to the general public at a published fare which is less than the state contract fare. 3. Other (must be explained below).									
Use of local airport is assumed to be the most economical for air travel. Explain here if local airport is not used:									
SECTION C Lodging—150 Percent Rule				Requires Executive Approval (Deputy Secretary, Assistant Secretary, Region Admin., etc.)					
You are further authorized reimbursement on an actual lodging expense basis in accordance with our Directive ID 13-50. The single occupancy government rate at the _____ is _____ including taxes which exceeds the _____ normal lodging for that location. Condition _____ (one of six allowable conditions) is applicable.				Exception to maximum (Normal) Lodging Amount		\$			
				Subsistence Amount		+			
				Total Adjusted Per Diem for Location		\$			
The Following are the Six Allowable Conditions									
When lodging costs as evidenced by a receipt exceed the allowable maximum per diem rate and one of the following six conditions exists:									
A. When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.									
B. When costs in the area have escalated for a brief period of time either during special events or disasters.									
C. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.									
D. The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held.									
E. To comply with provisions of the Americans with Disabilities Act (see Section 4.2.1.3.3), or when the health and safety of the traveler is at risk (see Section 4.2.1.3.2).									
F. When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.									
Employee			Date		Supervisor			Date	
Approving Authority								Date	

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ILLUSTRATION 1a (December 1, 2004) Trip Sketch

Days of the Trip	0	X	<u>1</u>	<u>2</u>	<u>3</u>	X	4
Air Transportation							
Ground Transportation							
Parking							
Lodging							
Meals							
Breakfast							
Lunch							
Dinner							

Explanation: the numbers across the top are the expected days of the travel without any leave. In the example day 0 is the departure day, days 1,2 and 3 are the days of the event the traveler will be attending, and day 4 is the normal return day. The two “Xs” are the most likely places where the leave will take place in the schedule of travel. That is either before the event starts or right after the event ends.

The purpose of trip sketching is to identify the travel cost elements that would be reimbursed if the trip happened without any leave.

How to trip sketch... just put a check mark (☑) next to the cost item on the day the cost element would be incurred.

Sample Form:

Days of the Trip	0	X	<u>1</u>	<u>2</u>	<u>3</u>	X	4
Air Transportation	☑						☑
Ground Transportation	☑						☑
Parking	☑						
Lodging	☑		☑	☑	☑		
Meals			☑	☑	☑		
Breakfast							☑
Lunch	☑						☑
Dinner	☑						

The trip with the leave should not cost the state any more or less than the trip without the leave.

Note: the number of days of the event will vary with the actual length of the event being attended and therefore the normal return day will be the next day after the event.


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ILLUSTRATION 2 TRAVEL EXPENSE ADVANCE - DOT 133-102 EF



**Washington State
Department of Transportation**

Print or type. Submit this voucher in duplicate.

Travel Expense Advance

(See Directive ID 13-50)

Name (Last, First, Initial)			
Address		City	State Zip

Date	From	To	Purpose of Trip

Use attachment if more space is needed

Estimated number of meals away from Official Station:			
Breakfast	Lunch	Dinner	
@ \$	@ \$	@ \$	
@ \$	@ \$	@ \$	
@ \$	@ \$	@ \$	\$
Estimated number of days away from Official Station:			
Days @ \$	Lodging per day	\$	
Miscellaneous expenses (Not to include Personal Auto Expenses)			\$
Subtotal			\$
Deduction per rules detailed in ID 13-50			30.00
Total Expense Advance Requested			\$ -30.00

Employee Statement

I hereby certify that the above expense advance is requested under the authority of Chapter 16, Laws of 1967, Ex. Sess.; and is necessary to defray my anticipated out of pocket reimbursable expense other than private automobile expenses while traveling on business for the State of Washington away from my designated post of duty. I understand that the State of Washington has a prior lien against and a right to withhold any and all funds payable by the State to me up to the amount of such advance and interest at the rate of 10 percent per annum, in case of default, until such time as repayment or justification has been made. No travel advances will be considered for any purpose as a loan (RCW 43.03.200). Any unexpended portion of advance must be returned to the Department promptly. I further understand that any unauthorized expenditure of funds advanced to me shall be considered a misappropriation of state funds by me.

Employee Signature	Date	Approving Authority	Date	Approved for Payment By	Date
--------------------	------	---------------------	------	-------------------------	------

Account Code						
Job Number	Work Op.	Obj. Acct.	Org. No.	Control Section	Non-Part.	Amount
Day	Month / Year		Total			

DOT Form 133-102 EF
Revised 12/97

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APPENDIX Q

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ILLUSTRATION 3 (continued) TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

Proper completion of the travel expense voucher is the responsibility of the traveler. The following checklist has been prepared to ensure the most basic rules involving reimbursement for travel expenses have been considered while preparing the travel expense voucher. All department employees are responsible for identifying and working with their organization's travel coordinator to assure correct procedures are being followed. Any "out of the ordinary" travel expenses not identified in the checklist below are covered in Chapter 10 of the Accounting Manual.

1. POLICY AND PROCEDURE INTERPRETATION AND INSTRUCTIONS	Yes	No
A. All organizations within the department have an assigned travel coordinator. Ask your supervisors for their name, phone number, and then schedule a travel orientation to assure you have a basic understanding of current policies and procedures concerning travel.		
2. TRAVEL AUTHORIZATION (DOT Form 700-006 Revised 8/1999)	Done	N/A
A. Consider the need for proper authorization for travel before leaving on a trip. A Travel Request form must be completed when any of the following circumstances exist:		
• all out-of-state travel where a Sponsoring Organization is paying for at least 51% of the trip and should be submitted 2 weeks prior to departure.		
• all out-of-state travel whether spending the night or not (bordering counties of Idaho and Oregon, and the cities of Nelson, Sidney, Victoria and Vancouver British Columbia, Canada are considered in-state for this rule) and should be submitted 4 weeks prior to departure.		
• all airline travel (both in-state and out-of-state) goes through the organization travel coordinator for your area.		
• all out-of-country Travel Requests should be submitted to the Secretary's office for signature 8 weeks prior to travel.		
• use of the 150% rule for exception to the maximum lodging expense.		

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APPENDIX Q TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

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3. Travel Advance (DOT Form 133-102 EF Revised 12/1997)	Done	N/A
A. If assistance is needed to defray anticipated expenses (excludes personal motor vehicle expenses) while traveling on official state business away from the official station or residence, a travel advance may be requested by using the Travel Expense Advance form. This request must be submitted two weeks or more prior to traveling and requires traveler's signature, approving authority (direct supervisor) signature, and approved for payment by (agency head or authorized designee) signature.		
B. When preparing the travel expense voucher, consider any travel advances previously received and enter the amount in the appropriate place on the Travel Expense Voucher to reduce the amount of money reimbursed.		
C. Remember, <u>if a travel expense voucher has not been completed within 60 days after the travel advance has been issued</u> , the DEPARTMENT is required by the IRS to report the amount as income in box 10 of the travelers W-2 form and withhold payroll taxes.		
4. Travel Expense Voucher (DOT Form 133-103 EF Revised 2/2000) ** Specific Rules Pertaining To Preparation Of the Travel Expense Voucher	Done	N/A
A. Travel Related Meal Allowance Reimbursement		
1. Determine if the "3 hour rule" has been satisfied (this would entitle traveler to the meal allowance): "Employee must be in travel status at least three hours outside of their regularly scheduled working hours." <u>(Scheduled Work Hours must be on the Travel Expense Voucher)</u> There is one exception to the "3 hour rule," review Travel Chapter rules for specifics.		

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

July 1, 2005

(CONTINUED)

A. <i>Travel Related Meal Allowance Reimbursement (continued)</i>	<i>Done</i>	<i>N/A</i>
<p>2. Determine which meals (e.g. breakfast, lunch, dinner) may be reimbursed based on the "Agency determined Meal Periods:"</p> <ul style="list-style-type: none"> a) Breakfast - meets "3 hour rule" and in travel status continuously for at least an hour and one-half immediately prior to the start of the regularly scheduled work shift. b) Lunch - meets "3 hour rule" and in travel status during the entire agency-determined mid-shift (lunch) period (This period is the time the employee normally eats or, if eating time varies, one-half way through the regular work schedule). c) Dinner - meets "3 hour rule" and in travel status continuously for at least an hour and one-half immediately following the end of the regularly scheduled work shift. <p>Reimbursement for meals is not allowed for expenses incurred at or between the employee's official station and/or official residence. Employees are expected to return timely and exercise care to avoid unnecessary meal costs.</p>		
<p>3. The departure and return times for each trip and the "Regular Scheduled Work Hours-Days" sections on the Travel Expense Voucher are required to be completed.</p>		
<p>4. Obtain the correct meal allowance amount from the Lodging and Per Diem Rate Map (Refer To Note below or Appendix D of WSDOT Travel Chapter 10) for the appropriate travel location when eligible for the meal allowance. Continental Breakfasts and Airline meals are not considered a "provided" meal.</p>		
<p>5. Remember, there is no entitlement to a meal allowance when a meal is furnished at a Seminar, Conference, Convention or Meeting/Training Session. (Exception: Continental Breakfast & Airline Meals).</p>		

Chapter 10 WSDOT Travel Rules and Procedures

APPENDIX Q TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

July 1, 2005

(CONTINUED)

<i>B. Travel Related Lodging Expense Reimbursement</i>	<i>Done</i>	<i>N/A</i>
1. Determine if the "50 mile rule" (most direct road miles measured either from the lodging facility or the temporary duty work site, whichever is closer) has been satisfied to qualify for reimbursement of lodging expense. There are three (3) exceptions to the "50 mile rule"; review Travel Chapter rules for specifics.		
2. Determine the actual lodging expenses to be reimbursed as evidenced by a receipt from a commercial lodging facility. Remember, unless qualifying for the 150 % rule, lodging expenses cannot exceed the maximum lodging rate for the travel location (Refer to Note below or Appendix D of WSDOT Travel Chapter 10). An original receipt must be attached to the Travel Expense Voucher.		
3. Review the six (6) conditions cited in Travel Chapter 10 to determine if the 150% rule applies. (Also refer to DOT Form 700-006 EF Revised 8/1999, Conditions 1 through 6). If the 150% rule is being used, complete a Travel Request form (unless a departmental Travel Work Plan exists which includes 150% rule exception) and have it approved prior to travel. The Travel Request Form must be attached to the Travel Expense Voucher. If a departmental Travel Work Plan exists, reference the Work Plan number in the "Purpose of Trip" column of the Travel Expense Voucher citing the condition being exercised on the Travel Expense Voucher in the note section of the form.		
4. Consider the "prompt return rule" when claiming travel related expenses for reimbursement. If leaving for a trip before it appears necessary, or returning after the "normal" return night, a written justification statement from the Approving Authority must be attached to the travel expense voucher prior to being signed.		
5. Travel locations in the "From/To" Trip information columns on the Travel Expense Voucher are a requirement. Show the amount of lodging expenses to be reimbursed in the appropriate "Lodging" column as either "Non High Cost" or "High Cost."		

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APPENDIX Q TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

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(CONTINUED)

<i>C. Travel Related POV Expense Reimbursement</i>	<i>Done</i>	<i>N/A</i>
1. Determine mileage for reimbursement. If claiming actual miles traveled, odometer readings must be noted from the beginning to the end of the trip. Vicinity miles are to be noted separately. The odometer readings must be recorded on the Travel Expense Voucher. Point-to-point mileage is based on the department's official state highway map. If point-to-point mileage is used, prominently display this fact in the remarks section of the travel expense voucher. When claiming point to point mileage, vicinity miles may also be claimed by noting odometer reading. However, specifics about where the traveler is going and for what purpose must be noted in the "Purpose of Trip" column		
2. <u>Requirements on travel expense voucher:</u> a) Include "Official Station" and "Official Residence." b) Include the travel locations in the "From/To" Trip information columns. c) Show the mileage claimed for reimbursement in the "Mileage" column under Automobile; calculate the eligible "Allowance" column amount by obtaining the mileage rate from Appendix D of WSDOT Travel Chapter (eligible miles claimed multiplied by the current rate - Example: 60 miles multiplied by .375 cents per mile = \$22.50).		
<i>D. Travel Related Miscellaneous Expense Reimbursement</i>	<i>Done</i>	<i>N/A</i>
1. Determine if any miscellaneous expense related to travel is reimbursable. In general, taxi fares and parking are reimbursable when incurred while on official state business. These same expenses are not reimbursable if incurred for entertainment purposes while in travel status.		

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APPENDIX Q TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

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(CONTINUED)

<i>D. Travel Related Miscellaneous Expense Reimbursement (continued)</i>	<i>Done</i>	<i>N/A</i>
<p>2. List each miscellaneous expense in the "Detail of Other Expense" section in the lower right hand corner of the Travel Expense Voucher. Be sure to include the appropriate amount in the "Other per Detail" column above on the appropriate date traveled. Receipts are REQUIRED for the following expense categories (other expenses only need to be referenced):</p> <ul style="list-style-type: none"> a) parking - over \$50 (dollars). b) laundry services (for travelers who are in continuous travel status for five (5) or more days. When coin operated machine receipt is not available, the traveler should note this in the remarks section of the travel expense voucher.) c) taxi - over \$50 (dollars). <p>Note: whenever a receipt is provided it should be attached to the travel expense voucher as back up to the expense.</p>		
<i>E. Basics of Travel Expense Voucher Preparation</i>	<i>Done</i>	<i>N/A</i>
<p>1. Traveler is identified, including the address where the warrant is to be mailed to, at the top of the Travel Expense Voucher, and the "Official Station and Official Residence" is noted.</p>		
<p>2. List the purpose of business for which the travel is required. If applicable note the Travel Work Plan number and/or Trip Number for any travel expenses to be reimbursed.</p>		
<p>3. Have amounts extended to the appropriate locations on the Travel Expense Voucher.</p>		

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APPENDIX Q TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

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<i>E. Basics of Travel Expense Voucher Preparation (continued)</i>	<i>Done</i>	<i>N/A</i>
<p>4. Code travel expenses in the lower left section of the Travel Expense Voucher (Account Code). New employees should receive the basic coding information (e.g. work order numbers, organization codes, etc.) from their supervisors and retain it for future use. Consult with the regional Travel Coordinator for the appropriate object code.</p> <p>Note: Traveler is responsible for obtaining correct coding!</p>		
<p>5. Obtain Approving Authority signature or signature of authorized manager.</p>		
<p>6. Ensure prompt payment by coordinating with the regional travel coordinator for correctness of Travel Expense Voucher and verify which receipts may be required. (An illustrated example of a DEPARTMENT Travel Expense Voucher can be found in Appendix Q of the WSDOT Travel Chapter 10).</p>		
<p>NOTE: Refer to Per Diem Map for current rates or rates may be accessed on line through an Internet link on the Olympia Service Center's Accounting Services Web Site:</p> <ul style="list-style-type: none"> • http://wwwi.wsdot.wa.gov/fasc/accounting/new-travel.htm 		

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ILLUSTRATION 3 (continued) DOCUMENTATION REQUIREMENTS

IN PROGRESS



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ILLUSTRATION 4 MEETING REQUEST - DOT 700-003 EF



Washington State
Department of Transportation

Meeting Request

Use This Form for the Following Situations Only Check Appropriate Boxes <input type="checkbox"/> Meeting involving substantially all of the Regions (Requires Deputy Secretary Approval) <input type="checkbox"/> Meeting of 10 or more state employees in a nonstate owned facility <input type="checkbox"/> Meeting involving formal training		<input type="checkbox"/> Light Refreshments <input type="checkbox"/> Official Meeting Meals
Name of Requester _____		Estimated Costs Transportation Expenses _____ Lodging _____ Meals _____ Light Refreshments _____ Other _____ Total _____
Date of Meeting _____	Number of Participants _____	
Facility to be Used _____		
Course Code _____	Course Title _____	
Purpose of Meeting - Convention, Conference, or Formal Training Session (Include Organizations Involved) _____ _____ _____		
Justification for Use of Nonstate Owned Facility (SAAM 10.10.55) First priority to be given to using state owned barrier free facilities in lieu of renting or leasing other facilities. If the facility is not owned by state and involves attendance of ten or more state employees, a justification must be given (SAAM 10.10.55). _____ _____		
Light Refreshments ⁽¹⁾ and/or Official Meeting Meals (SAAM 10.40.70) Must be an integral part of the meeting. Document the activity occurring during the serving of meals or refreshments that is necessary for meeting the objectives of the meeting and attach any clarifying agenda. _____ _____		
Official meeting meals can be provided to WSDOT employees only. The only way we can reimburse others is by a legal contract, e.g., a consultant agreement, or letter agreement. The cost of "Official Meeting Meals" is limited to the applicable maximum meal rate. ⁽²⁾ A list of participants must be attached to the payment document. Are all participants of "Official Meeting Meals" WSDOT employees? ⁽³⁾ <input type="checkbox"/> Yes <input type="checkbox"/> No Is the cost of each meal within the allowable meal rate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Notes (1) Light refreshments can not be served at regularly scheduled meetings, agency or employee anniversaries, receptions of new, existing and/or retiring employees. See Recognition Award Directive (D 73-39) or Travel Manager for additional information. (2) Costs charged to and directly paid by the Department are under the same rules as costs paid to employees as reimbursements. For instance, lodging and meal rates are applicable in either situation. (3) If non- DOT employees are being served, a copy of the contract must be attached or referred to on the payment voucher. The Travel Manager, Region/Division accountants should be contacted with questions before committing the department to outside vendors for meals and lodging at conferences.		
Signature of Approving Authority _____ Date _____		

DOT Form 700-003 EF
Revised 8/00

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